



GUIDELINES FOR FULL PAPER

Each manuscript should include the following:

- (1) **Title page**, containing the title of the paper, the name of the author and the institution where the work is carried out. The title should be concise and informative with keywords. The name of its author should include first name, middle initial, and surname. The corresponding author's full mailing address, plus phone and fax numbers and email address should be given as a footnote. The author to whom correspondence should be addressed should be indicated with an asterisk.
- (2) **Abstract**, which should comprise a factual account of the content of the paper with emphasis on what is new and/or original in the paper. It must be a concise (up to 200 words) summary of the whole paper.
- (3) **Key words**, which should be not more than six.
- (4) **Introduction**, which should mention in a concise manner previously published works and start clearly what is new in the paper now submitted.
- (5) **Methods**, which should describe the methods and materials used with sufficient detail to enable any reasonably experienced workers to carry out the procedure. Description of well-known techniques and equipment is not necessary. In writing, complete sentences should be used, and consistency in voice and tense should be observed.
- (6) **Results and Discussion**, which should be complete and relevant but concise. Verbose exposition of ideas should be avoided, and unsupported elaboration of hypothesis should not be included.
- (7) **Conclusion**, which should summarize contents of the research paper.
- (8) **Acknowledgement**, which should include credits for financial support, technical assistance and sources of special materials. Professional titles and wordy sentences should be avoided.
- (9) **References**, which are listed at the end of the manuscript. The references are numbered consecutively in the text where they are indicated by an Arabic numeral enclosed in square brackets. The following format should be used in the listing:
[1] Yukio Yanagisawa, Hiroshi Yoshino, Satoshi Ishikawa, Mikio Miyata, "Chemical Sensitivity and Sick-Building Syndrome", CRC Press, 2017.
[2] Huibo Zhang, Hiroshi Yoshino, Atsushi Iwamae, Kenichi Hasegawa, "Investigating simultaneous transport of heat and moisture in hygroscopic materials by a semi-conjugate CFD-coupled approach", Building and Environment, 2010, vol. 90, pp. 125-135.
- (10) **Tables**, which should be presented nearest the text where they are cited and provided with appropriate captions and numbered consecutively.
- (11) **Figures**, which should be used as sparingly as possible. These are presented nearest the text where they are cited and provided with appropriate captions and numbered consecutively. The captions should be as brief as possible.

Manuscript should be written by MS-WORD. MS-WORD Template file for a full paper is available from following URL address;

URL address

<http://www.mediatelier.com/sca18/>



Author's Submission Guidelines

Authors are requested to follow the author's guidelines given below.:

1. The research article must be plagiarism-free and original.
2. The research article sent for publication should have been un-published. It should not have been published elsewhere, nor be under review for any other journal.
3. Full papers to be submitted to the 18th SCA will not be peer-reviewed whereas abstracts will be. Therefore, you can submit your full paper to be presented at the 18th SCA to other academic journals for publication after making some revisions.
4. SCA Secretariat will publish the proceedings that includes all papers to be presented at the 18th SCA. For this purpose, we would like to ask you to make your signature with your full name on "Letter of content" (page 4 of Appendix) (available from the following URL address: <http://www.mediatelier.com/sca18/>), which admits to allow us to include your paper in the proceedings. We appreciate your understanding and cooperation.
5. If a submitted research paper or research note infringes on the copyright or other rights of a third party, the author shall bear sole responsibility.
6. Your full paper should be not more than 6 pages, including an abstract of up to 200 words.
7. All images, figures, and tables of your full paper must be embedded into the original manuscript (not given as separate files).
8. Every reference cited in the text should also be included in the reference list (and vice versa). For web references, the complete URL should be provided, together with the date when the source was accessed.



GUIDELINES FOR ORAL PRESENTATIONS

1. Presentation time allotment

Each presenter will be allotted fifteen (15) minutes: twelve (12) minutes for the presentation and three (3) minutes will be allowed for Q&A and discussion of the paper with the audience.

A signal will be given to indicate that three (3) minutes are left for the presentation, and the presenter should start winding up his talk.

Please be in your assigned room at least five minutes before the session starts and introduce yourself to the Session Moderator. The time and room will be informed you in due course.

2. Audio visual methods

Laptops and LCD projectors will be provided at all of session rooms.

3. Format

All presentations must be in MS PowerPoint presentation format, preferably Version 2013. Please bring a back-up file of your presentation.

Kindly submit a PowerPoint electronic file of your presentation to the Secretariat by November 12, 2018, utilizing the main author's full name (first and last names in CAPITAL letters with a number of your theme where you will make your presentation) as its file name (e.g. 01_KAZUKO_SEKIGUCHI (Number of your theme_GIVEN NAME_SIRNAME)).

4. Author's Information Sheet

Please accomplish the Presenting Author Information Sheet (page 1 of Appendix) and email it not later than **15th October 2018** to SCA18 Secretariat <sca18_paper@mediatelier.com>.

*Please be sure that fill in the name of presenter on the field "Name of presenting author" of "PRESENTING AUTHOR INFORMATION SHEET" (page 1 of Appendix).

For further information, please contact the SCA18 secretariat at.
sca18@mediatelier.com