



## 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.

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

1. The research article must be plagiarism-free and original.
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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.mediateur.com/sca18/>), which admits to allow us to include your paper in the proceedings. We appreciate your understanding and cooperation.
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7. All images, figures, and tables of your full paper must be embedded into the original manuscript (not given as separate files).
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## GUIDELINES FOR POSTER PRESENTATIONS Session X

1. **The Poster.** It is a visual display and should be self-explanatory. Your audience should be able to see, read your material and understand it from a distance of two to three meters.
2. **Poster Size.** Poster should be in A0 paper (841 mm wide x 1189 mm long) printed preferably in vinyl material (Tarpaulin printing) installed with tarp grommets or 4 eyelets on the four corners of the poster for attachment to the poster panel.
3. **Title Banner.** The title banner should show the following:  
**Title** – the letterings should have a height from 15mm (minimum) to 20mm (maximum). The title should not occupy an excessive amount of space.  
**Names of All Authors** –The letterings should have a height of 10mm. The name of the presenting author is in Bold face and underlined.  
**Affiliations of All Authors** – Include the complete address. It should have the same size as the Names of Authors. (if the address of any of the authors is different, write also his/her address.)
4. **Font Size.** Lettering for the text should be at least 15 mm high and for the illustrations at least 10 mm high.
5. **Contents.** It is recommended that each poster should contain sections devoted to Introduction and Objectives, Methodology, Results, Discussions, Conclusion(s) and Acknowledgement(s). To increase effectiveness, keep text to the minimum; be clear and concise. Results should be presented as graphs, charts, or 3-5 telegraphic sentences in large fonts. Many viewers read these first.
6. **Set-up Time.** The organizer will inform of the place on which poster is put and time for set-up as soon as they are fixed.
7. **Take-Down Time.** The organizer will inform of time for take-down as soon as it is fixed.
8. **Presentation.** Two-minute presentation at Parallel Sessions are requested. The starting time and the venue for presentation will be informed in due course.
9. **Presentation Format.** All presentation materials at Parallel Sessions should be prepared in MS Power Point. The slides include title, names of authors, affiliations, and a summary of your research. Laptops and LCD projectors will be provided. Kindly submit the PowerPoint presentation electronic file to the Secretariat by **12th November 2018**, utilizing the main author's full name (first and last names in CAPITAL letters with 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)).
10. **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@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 18SCA secretariat at  
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