**Style Template for 4D Designing Development, Developing Design Conference (4D\_Osaka019)**

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**Abstract:** These instructions give you guidelines for preparing papers for the 4D-OSAKA2019 conference. The Conference Proceedings will be prepared from an electronic file document (.doc or .docx format) supplied by the author(s). To ensure quality and uniformity, the following requirements have been established to assist authors in preparing papers for the conference. Papers which do not adhere to these requirements will be returned for revision and resubmittal. If excessive, the resulting time delay may cause a subsequent rejection of the paper due to publication deadlines. For submission please submit the word document and pdf-file of your paper using the ‘SUBMIT’ link provided on the conference website.

Keep the length of the abstract to 400 words at most. The article (from the first chapter (usually Introduction) to the final chapter (usually Conclusion or Acknowledgement) should fit within 4000 words and within 8 pages. It is possible that reference will make your paper exceed 4000 words and 8 pages. This document is a guide for users of Word – it is not a template, simply a .doc or .docx file. Use a file name beginning with the principal author’s last name, followed by the name of the Topic (Ex.: Name\_ Design for Social Changes.doc).

**Keywords:** Keyword 1, Keyword 2, Keyword 3, Keyword 4

# Introduction

## Commercialism

All commercialism must be avoided. This applies to all authors, including those from universities, consultants, independent laboratories and manufacturers. Organisation names may only be used once within the paper. Likewise, product names may only be used once within the paper and only where they are associated with the definition of properties. Papers that do not conform to this requirement will be returned to the authors for revision. Failure to conform to these presentation rules will result in rejection of the paper. Acknowledgement of sponsorship at the end of a paper is both appropriate and acceptable.

## Clearances

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By submitting papers for publication in the conference proceedings, authors are allowing for the publication of their work and assigning copyright of the submitted papers to the conference host. Authors’ traditional rights will not be infringed upon by assigning copyright in this manner, as authors retain the right to re-use the content of the papers.

# Title Page

The title should be 16pt Calibri, the authors and their affiliations in 11pt Calibri, both aligned to the left. You need only insert the email address of the first author. Each section heading should be bold and in 14pt Calibri. The main document is based on Calibri 11pt text.

# Page Size, Margins and Font

The page size is standard A4, with the margins as listed in Table 1. It is very important to maintain these margins. They are necessary to put conference information and page number for the proceedings.

Table 1: Margins for papers submitted to 6th EESD conference.

|  |
| --- |
| Margin settings (cm) |
| Page | Top | Bottom | Left | Right |
| First | 3.5 | 2.5 | 3.5 | 2.5 |
| Rest | 2.5 | 2.5 | 3.5 | 2.5 |

# Sections and Subsections

Sections are not numbered and are in bold 14pt. Subsections are in italic 12pt. Subsections are not numbered - for an example see Section.

We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi resolution TIFF or EPS file with all fonts embedded) because this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.

Figure 1: Example of the figure caption. *(Figure caption)*

# Figures and Tables

## Figures

Figure 1 shows the typical captioning and referencing of figures. Use “Insert Caption…” when right-clicking on the image to add the caption. You can then use Cross Referencing to add references to the Figures and Tables automatically in Word.

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Turbulent kinetic energy, *k* (m2s-2)”. Put units in parentheses, where appropriate. Do not label axes only with units. Write “Temperature, *T* (K)” not, for instance, “Temperature/K.” Multipliers can be especially confusing. Write “Power, *P* (kW)” or ``Power, *P* (103 W)''. Figure labels should be legible, approximately 8 to 12 point type. Captions should go below the figure.

## Tables

Table 1 shows the typical layout of a table. Avoid vertical lines wherever possible. For tables, the captions always go above the table.

# Units

Use SI as primary units. Other units may be used as secondary units (in parentheses). An exception is when English units are used as identifiers in trade, such as “3.5 in disk drive.” Avoid combining SI and CGS units. If you must use mixed units, clearly state the units for each quantity in an equation. Ideally, we would prefer units presented in the form kg m-1 s-2 - however, we realise that many will use kg/m/s2. Notice that units are not to be in italics.

# References

Use author-date style references (see References at the end of this document). Please note that the references at the end of this document are in the preferred referencing style, with examples given for books (Bendat & Piersol, 2000), journal articles (Andersen *et al.*, 2005), conference papers (Baldwin & Lomax, 1978), technical reports (Brown *et al.*, 2006) and websites (BBC, 2005). Papers that have not been published should be cited as “unpublished.”

# Equations

Equations should be typeset as for the *Q*-criterion here

|  |  |  |
| --- | --- | --- |
|  | $$Q=\frac{1}{2}\left(\left|Ω\right|^{2}-\left|S\right|^{2}\right),$$ |  |

where **Ω** = ½[▽**U** - (▽**U**)T] is the vorticity tensor, **S** = ½[▽**U** + (▽**U**)T] is the strain rate tensor and **U** is the velocity vector. All symbols must be defined in this way on their first appearance in the article. Equation numbers are right justified. Not all equations need be numbered, only those referenced elsewhere in the text as we have here with Eqn. 1.

**References**

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