
Guidelines for JSAE Annual Congress Manuscripts

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Society of Automotive Engineers of Japan, Inc.

I. Manuscripts o Proceedings Paper and Summarized Paper Drafting Procedure, and PDF Conversion Procedure

1. Drafting Procedure of Manuscript

- (1) Official Languages
Japanese or English, which must be same for oral presentation
- (2) File Format
PDF
- (3) Color
Drawings and photos may be submitted in color.
- (4) Format (*Be sure to use the manuscript template posted on the JSAE Annual Congress website*)
 - ① Page Setup
A4 size; 25mm top and bottom margins / 18mm right and left margins
 - ② Columns and Lines
Two-column layout / 47 lines per column / 27 characters per line
Column height 247 mm / Column width 84.5 mm / 5 mm between left and right columns
 - ③ Pages

Japanese manuscript	Up to 6 pages
English manuscript	Up to 8 pages (For the speaker who is applying to submit for IJAE, 2 pages)
- (5) Manuscript (*Please refer to the manuscript sample on the JSAE Annual Congress website*)
 - ① Presentation Number and Document Control Number
The administrator will add the Presentation Number and Document Control Number. Authors should not add these numbers.
 - ② Main Title
If the presentation is one in a series of related presentations, append “(Report No. X)” to the main title.
⇒ 16-point, Times New Roman, upper and lower case
 - ③ Sub-title
Avoid using a sub-title as much as possible, unless a sub-title is necessary to provide a supplementary explanation.
Place a dash “-”, at the beginning and the end.
⇒ 11-point, Times New Roman, upper and lower case
 - ④ Authors’ Names
 - a. Put the main author’s name first, including first and last names.
 - b. If there are multiple authors, limit the cited names only to those who made a significant contribution to the research.
 - c. Omit positions, ranks, and titles.
 - d. Append a superscripted footnote number followed by a right parenthesis to each author’s name. For authors of same affiliation give the same number.
Examples: Taro Jidosha ¹⁾ John Smith ²⁾
⇒ 11-point, bold, Times New Roman
 - e. Append an underline to the speaker’s name.
Example: John Smith ²⁾
 - ⑤ Abstract
Explain the essential points in 100 words or less
⇒ 9-point, Times New Roman
 - ⑥ Keywords
 - a. Select each keyword from Categories 1, 2, and 3 in the Standardized Keywords list.
A selection must be made from Category 1.
 - b. Select suitable keywords from the title, abstract or main text that are related to the content of the paper.
 - c. Put the word “Standardized” before the Standardized Keywords, and “Free” before the Author-selected keywords

⇒ (Standardized keywords)	9-point, bold, Times New Roman, upper and lower case
(Author-selected keywords)	9-point, Times New Roman, upper and lower case
 - ⑦ Category Code
Select a Category Code from the Standardized Keywords list, and put the code after the keywords inside square parentheses ().
⇒ 9-point, Times New Roman

- ⑧ Main Text
Clearly describe the purpose, contents, and conclusion of the research, while complying with the ethical guidelines of the JSAE. Company and product names, terminology whose usage is restricted to within a particular company, and commercial content may not be included in the main text.
⇒ 9-point, Times New Roman
- ⑨ Figures (and Photographs) and Tables
Place figure titles below the figures and table titles above the tables.
⇒ Titles: 9-point, Times New Roman
⇒ Characters in figures and tables: 7-point or larger
- ⑩ Information of Authors
- Put the authors' affiliations, addresses (including zip codes), and email addresses in italics under the authors' names.
 - Collect multiple authors working for the same affiliation above a single address.
 - Put the presentation date and congress name under the authors' information.
⇒ 9-point, Times New Roman
Example: **Main author's Name**¹⁾ **Co-author's Name**¹⁾ **Co-author's Name**²⁾
*1), 2) The University of JSAE, Graduate School of Engineering
10-2 Gobancho, Chiyoda, Tokyo, 102-0076, Japan (email: taro@jsar.or.jp)*
- ⑪ Manuscript Publication (Release) Date
The administrator will add the name and publication (release) date of the presentation in the footer on page 1. Authors should not add this information.
- ⑫ References
References are listed after the main text of the paper. Where a reference is cited, enter the superscripted number of the reference in parentheses at the appropriate location in the text. The format for reference entries is described in SIST 02-2007.
⇒ 9-point, Times New Roman
Example: Michael J. Fox: Vehicle Dynamics System, SAE Technical Paper (2014),
2014-01-0000, doi:10.4271/2014-01-0000
- ⑬ Other Important Points
- Please avoid the use of company names, product names, and commercial content in the title and text.
 - Manuscripts describing research involving human subjects must state that experiments and so on were accepted by an Ethics Review Board or the like and that the participants in these experiments provided their informed consent.
 - Assign numbers to chapters, sections, and sub-sections. Each number should be a combination of Arabic numeral(s) and period(s). As a rule, up to 3 levels of headings (chapter, section, and sub-section) can be used.
 - Where an abbreviation is used, use the original term, regardless of whether it is a common noun or proper noun. If the abbreviation is not in general use, then the first time the term appears in the text, use the unabbreviated term followed by the abbreviation in parentheses. Use the abbreviation in all subsequent cases. The character style should be normal.
 - Technical terms shall conform to the technical terms established by the Ministry of Education, as well as to the terminology standards of JIS and JASO. Non-technical terms shall also conform to the terms established by the former Ministry of Education, where applicable. Where the official terms are not applicable, use appropriate common expressions.
 - Where a number with a large number of digits is used, place a comma after every third digit, moving leftward from the decimal point. Commas are not used to the right of the decimal point.
 - Use the International System of Units (SI). For important numerical values, conventional units may also be used.
 - See JIS Z 8202 (Quantities and Units) for quantity symbols, JIS Z 8201 (Mathematical Symbols) for mathematical symbols, the international chemical symbols for chemical symbols, and JIS B 0001 (Technical Drawings for Mechanical Engineering) for drawing symbols.
 - Mathematical equations must be written within the width of a single column and cannot run over to the next column. If the equations are numbered sequentially, place the numbers in parentheses and to the right of the equations. Refer to equations in the text as Equation (1), Equation (2), and so on. Letters and symbols used to indicate equations and physical quantities shall be in italics and units shall be in English.

2. Drafting Procedure of Manuscript of Summarized Paper

- (1) Official Languages
English
- (2) File Format
PDF
- (3) Color
Drawings and photos may be submitted in color.
- (4) Format (*Be sure to use the summarized paper template on the JSAE Annual Congress website.*)
 - ① Text
A4 size; 25mm top and bottom margins / 18mm right and left margins
 - ② Columns and Lines
One column layout / 52 lines per column / 46 characters per line
 - ③ Pages
One page
- (5) Summarized Paper (*Please refer to the Summarized Paper sample on the website of JSAE Annual Congress.*)
 - ① Presentation Number and Document Control Number
The administrator will add the Presentation Number and Document Control Number. Authors should not add these numbers.
 - ② Main Title
⇒ Please refer to Section 1. (5)-②, 16-point, Times New Roman, upper and lower case
 - ③ Sub-title
⇒ Please refer to Section 1. (5)-③, 11-point, Times New Roman, upper and lower case
 - ④ Authors' Names
⇒ Please refer to Section 1. (5)-④, 11-point, bold, Times New Roman
 - ⑤ Author's Place of Employment (Affiliation)
⇒ Please refer to Section 1. (5)-④, 9-point, Times New Roman in italic
 - ⑥ Manuscript Publication (Release) Date
The administrator will add the name and publication (release) date of the presentation in the footer on page 1. Authors should not add this information.
 - ⑦ Keywords
⇒ Please refer to Section 1. (5)-⑥,
(Standardized keywords) 9-point, bold, Times New Roman, upper and lower case
(Author-selected keywords) 9-point, Times New Roman, upper and lower case
 - ⑧ Category Code
⇒ Please refer to Section 1. (4)-⑦, 9-point, Times New Roman inside square parentheses []
 - ⑨ Main Text
⇒ Please refer to Section 1. (4)-⑧, 9-point, Times New Roman
 - ⑩ Figures (and Photographs) and Tables
Please put in at least one figure (or photo) or table that represents the content of the paper.
Place figure titles below the figures and table titles above the tables.
⇒ Titles: 9-point, Times New Roman
⇒ Characters in figures and tables: 7-point or larger

3. Converting to PDF File

- (1) The use of **Adobe Acrobat 8.0** or above is recommended for converting papers to PDF files properly.
- (2) All fonts must be embedded. PDF quality settings must always be set to Press Quality.
- (3) Set the color mode to "Color".
- (4) Set the resolution to at least 300 dpi for color or grayscale figures and photographs, and to at least 600 dpi for monochrome figures and photographs.
- (5) The size of the PDF file should not exceed 8 MB for the manuscript and 1 MB for the Summarized Paper.
- (6) The manuscript and Summarized Paper should be converted into separate PDF files.
- (7) Do not make any security settings on the PDF file.

4. Uploading of PDF File

- (1) Both the manuscript and Summarized Paper must be submitted through the Presentation Registration System after logging in by registration number and password.
- (2) Upload files using the “.pdf” extension.
- (3) The manuscript and Summarized Paper files should be uploaded at the same time. Manuscripts may be reviewed and re-uploaded at any time before the paper submission deadline.
(Papers cannot be revised after the paper submission deadline.)

II. Presentation Slides(e.g. PowerPoint) Drafting Procedure

1. Presentation Documents (e.g. PowerPoint)

- (1) Official Languages
Presentation slides must be described in English for Spring Congress. For Autumn Congress English or Japanese are acceptable.
- (2) File Format
PowerPoint, others
- (3) Contents
 - ① Follow the contents of the manuscript.
 - ② Avoid including commercial content, such as product names, affiliated organization names or their logos. (However, affiliated organization names and the attendant logos may be used on the first page only.)
- (4) Important Points
 - ① Deal with only one topic per page, using one minute per slide as a guideline.
 - ② Limit explanations based on equations or characters to between 7 and 10 lines on a single page. Symbols and characters are easier to read if set to a font size of 24 pt. or higher.
 - ③ Use English for graph or table titles and terms.
 - ④ When presenting English and Japanese side-by-side, translating only the key terms and sentences rather than presenting a full translation is acceptable.
Keep the audience in mind and prepare easy to see and understand presentations.

III. Keywords

1. Keywords

Keywords consist of two types: Standardized and Author-selected.

(1) Standardized Keywords

Select the first keyword from Category 1 in the Standardized Keywords, the second one from Category 2, and the third one from Category 3.

(2) Author-selected Keywords

The author selects suitable keywords from the title and/or main text in accordance with procedure below.

[1] Select phrases that have specific meanings and are as narrowly defined as possible.

(NA) Critical, Speed ⇒ Critical Speed

(NA) Life ⇒ Tool Life, Fatigue Life

[2] Use noun forms

(NA) Studied Experimentally ⇒ Experimental Study

[3] Limit the use of abbreviations to those that are widely and globally used in the particular field.

(As a rule, author-invented terms must not be used.)

(NA) ATC ⇒ Automatic Tool Change, Automatic Train Control

[4] Compound words and phrases must be ones that are commonly used.

(NA) Fatigue Strength at Elevated Temperature

 ⇒ Fatigue Strength, Elevated Temperature

[5] Spell out the full names of alloys, chemical compounds, elements, and nuclides instead of using symbols.

(NA) CrMo Steel ⇒ Chromium Molybdenum Steel

(NA) Al₂O₃ ⇒ Aluminum Oxide

(NA) Cu ⇒ Copper

[6] When there are multiple words with the same or similar meanings, choose the most concise and frequently-used one.

[7] If unsure whether to include or delete any content, include it.