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# How to use the Word Template for English Manuscripts for JSAI20XX

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Here is an abstract of up to 150 words in English. This document describes the formatting guidelines for English manuscripts of the annual conference of JSAI. This is also a sample of a formatted manuscript (see 2.4 for writing the abstract).

## 1. Introduction

This article contains guidelines for authors contributing to the JSAI20XX using Microsoft Word. The conference proceedings will be distributed on a conference Web site containing PDF files prepared by the authors. To ensure that all papers in the proceedings have a uniform appearance, please refer to the following instructions. **This information may be updated even after it is released. Please confirm that it is the latest version before your submission.**

## 2. General Information

### 2.1 File format and size

The manuscript file should be an Adobe(R) PDF (Portable Document Format) file. The size of the manuscript file should be less than 3 Mbytes. The extension of the file name should be “.pdf”.

### 2.2 Header

The conference name in the header and your paper ID should not be included, because the organizing committee will add them.

### 2.3 Title and author's name(s)

The title of the paper and author's name(s) should be the same as those appearing on the application form. **Please ensure there are no differences between title and author's name(s) in the manuscript and presentation application.**

### 2.4 Abstract

Please include (1) the objective and (2) the outline of the conclusions of your results in the abstract under the author information. Also, please state the outline of your method as necessary in the abstract. **Submissions without any description regarding (1) or (2) in the abstract may not be considered for presentation or publication.**

### 2.5 Paper length

The length of each paper is two pages on A4 size paper. Up to two additional pages are accepted.

### 2.6 International session

English is the only acceptable language for the international sessions. Papers for the international sessions will be included on the conference Web site, from which selected papers will be included in the post-proceedings after substantial extension.

## 3. How to use jsaiac\_en.dotx template

The jsaiac\_en.dotx is a template file for Microsoft Word. Please create a new file by opening the template file. This template defines page styles and paragraph styles, the names of which start with JSAIAC.

### 3.1 Title

Change strings in the template. You may adjust tab stops for author's name and/or affiliations. The contact address at the left bottom should also be changed.

### 3.2 Main text

Please apply not “Normal” but “JSAIAC Main Text” style to the main texts. When you paste texts from other Word files, you may paste them as plain texts (without style) or apply the style after pasting the texts with your own styles.

## 4. Other Information

### 4.1 Tested versions

We tested the template in the following versions.

- Microsoft Word 2013/2016/2019 (Windows)
- Microsoft Word 2016/2019 for Mac

### 4.2 Other versions

If you use other versions below, please contact the JSAI office.

- Microsoft Word 2007/2010 (Windows)
- Microsoft Word 2008/2011 for Mac

## References

[Surname of the first author Year] Names of authors, Title, Journal, Publisher, Year.

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Contact: Name, Affiliation, Address, Phone number, Facsimile number, E-mail address