**Instructions for the Preparation of Manuscript for 2019 International Conference on Climate Change, Disaster Management and Environmental Sustainability**

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**Abstract**

This template can be used for the preparion of your manuscript for the proceedings of 2019 CWMD International Conference. It provides instructions: page layout, font style, size and others. You may use it to create your own manuscript by replacing the relevant text with your own, using “cut & paste.”

The Abstract should be justified, leaving a 30 mm margine on the left and right sides. Font should be a 10-point Times-New-Roman with single space. The length should be limited to 400 words.

 ***Key Words :*** *times, italic, 10pt, one blank line below abstract, indent if key words exceed one line*

**1. TITLE PAGE**

 The full paper should be from 4 pages to 10 pages in length.

The first page consists of two parts:

(a) Front matters : single column (title, author(s), affiliation(s), contact address(es), E-mail address(es), abstract, key words) E-mail address should be indicated in a separate, independent line.

(b) Main text in single column.

**(1) Layout and fonts for the front matters**

Left and right margins for the front matters are equally set at 30 mm, The front matters are, thus, to be laid-out within the borders narrower than those for the main text.

The front matters include the followings:

(About 10 mm blank space)

**Title** in Times-New-Roman, 18pt, bold

 (About 15mm blank space)

**Author(s)** in Times-New-Roman, 12pt.

 (About 5 mm blank space)

**Affiliation(s)** in Times-New-Roman, 9pt.

**E-mail address(es)** in Times-New-Roman, 9pt

 (About 10 mm blank space)

**Abstract** in Times-New-Roman, 10pt, max. 400 words,

 (1 line spacing) and

**About 5 Key Words** in Times-Italic, 10pt,

 (max. 2 blank lines).

The name(s) and affiliation(s) of the author(s) should be numbered in order of appearance as shown above. The title '***Key Words***' is bold and italic.

**(2) Layout and fonts of the main text**

The text should be placed about 1cm below the key words. Left and right margins for the text are equally set at 20 mm. The text must be single-spaced with double spacing between chapters. Use 11pt Times-New-Roman font for the text.

**(3) Page number**

Page numbers should be center-aligned and should appear at the bottom of each page.

**2. ORDINARY PAGES**

In ordinary pages, the text must be placed within borders immediately below 19mm top margin. The other layout is same as the main text in the title page.

**(1) Footnotes and remarks**

Avoid using footnotes and/or remarks. If any, try to explain it in the text, or in appendices.

**3. HEADINGS (INDENT LIKE THIS SAMPLE IF IT IS LONG)**

**(1) Main heading**

Capital letters in 12pt bold face fonts should be used for main headings (chapter titles) that follow the chapter numbers as is shown in this example. Leave double and single spacing of lines before and after every main heading.

**(2) Sub-headings for sections**

The sub-headings for sections, in 11pt. bold face fonts, with their initial letters capitalized, are preceded by parenthesized section number like **(2)**. Leave single spacing of line before every sub-heading.

**a) Sub-headings for sub-sections**

They are written just as the sub-headings for sections are done, but follow alphabets with right parentheses. No spacing of lines is left before and after every sub-heading.

**4. MATHEMATICS**

Use special high quality fonts for all mathematical equations in the text. Some equations may be placed off the text as:

 (1a)

 (1b)

and some appear in the text as. *CD*, ** (*z*) If their quality is not satisfactory, the manuscript may not be accepted. Numbered equations ((1a) and (1b) for example) should be center-aligned. The equation numbers in parentheses should be placed flush right.

**5. FIGURES AND TABLES**

**(1) Location of figures and tables**

Figures, Tables and Photographs should be inserted at the upper or lower part of the page where reference is first made to them. Do not place them altogether at the end of the manuscript. Examples of Table and Figure are given below.



**Table 1** Caption should be centered, but if it is long, it should be indented like this.

Case 2

Case 1



**Fig.1** Place the caption below the drawing.

**(2) Fonts and captions**

Do not use too small characters in figures and tables. At least, the letters should be larger than those in the captions (9 pt). Captions should be centered, but long captions must be indented like an example of **Table 1**. The heading of captions is 9pt bold face.

**6. CITATION AND REFERENCE LIST**

All the references must be numbered in the order of appearance in the article and the right parenthesized numbers are used at the text where it is referred like this1). The reference list must be summarized at the end of the main text. Use 9pt font for the list. The reference list is followed by the date of acceptance with one line spacing between them as shown in the present sample.

**ACKNOWLEDGMENT:** Acknowledgment should follow Conclusions and its text should be preceded by bold face heading directly.

**APPENDIX A APPENDIX**

Appendix should be placed between Acknowledgment and References.

**REFERENCES**

1) Slovic, P and Tversky, A. : Who accepts Savage’s axiom?, *Behavioral Science*, Vol.19, pp.368-373, 1974.

2) Smith, W. : Cellular phone positioning and travel times estimates, *Proc. of 8th ITS World Congress*, CD-ROM, 2000.

3) Kunreuther, H., Ginsberg, R., Miller, L., Sagi, P., Slovic, P., Borkan, B., and Katz, N. : *Disaster Insurance Protection: Public Policy Lessons*. New York: John Wiley, 1978.

4) Japan Meteorological Agency, Fire and Disaster Management Agency. Report of the investigative commission on the Japanese seismic intensity scale, 2009, Available at: http://www.seisvol.kishou.go.jp/eq/shindo\_kentokai/kentokai\_houkoku/report.pdf, Accessed on September 1, 2011.