

## **JASM**

### **Conference Paper Preparation Guidelines (English Submissions)**

1. Conference papers should be primarily in English.
2. Conference papers will be printed in black and white as complete manuscripts; therefore, please adhere to the following format when preparing your manuscript.
3. Paper Size and Pages:  
For both practical and academic research, compile your manuscript within **2 sheets of A4-sized paper**, following the provided format.
4. Font and Margins:
  - (1) Set margins on all sides to **15mm**.
  - (2) Use the fonts **Times New Roman**.
  - (3) Use a font size of **12pt**
5. Title, Names, etc.:
  - (1) Use the **top line or the second line for the title and bold formatting. If there is a subtitle, it should be on a separate line.**
  - (2) **Author names should be placed on the 4th and 5th lines**, with affiliations in parentheses.  
Place a circle mark (○) **before the author's name**.
6. Keywords:
  - (1) Include approximately 2 to 5 keywords on the 6th line.
7. Main Text:
  - (1) Begin the main text from the **7th line**.
  - (2) Format the text in a vertical and **two-column layout**.
  - (3) Even when using figures, tables, or photos, ensure they are placed within the main text frame. However, only **one figure or table is allowed**.
  - (4) When citing references, you can include up to **3 main ones**.
  - (5) For anything beyond the above, please refer to the **APA 7<sup>th</sup> edition guidelines**.
8. Structure:  
**Organize the paper by sections, such as purpose, methodology, results, conclusion, to present the research comprehensively.** Keep in mind that there is a page limit, so present essential information clearly and concisely.
9. Submission Format:  
Submit two types of files as follows:
  - ① The main manuscript in Word (Windows Microsoft Office) format.
  - ② A review-ready manuscript in PDF format with the author's name and affiliation (4th and 5th lines) removed.

10. Attach both types of files and submit them through the JASM's website application form.

Submission Deadline: Must be received by Saturday January 6<sup>th</sup> 2024 (17.00 JST).

**※Manuscripts not following the preparation guidelines will not be accepted. Please thoroughly review the guidelines before submission.**