

IPC2016

Instructions for Preparing Preprint Manuscripts

Online Submission only: <http://main.spsj.or.jp/ipc2016/abstract.html>

Submission Deadline: **August 31, 2016**

All the authors of IPC2016 presentations (Invited Lectures, Oral Contributed Papers, and Posters) are requested to submit one-page Preprint Manuscripts **electronically online via the IPC2016 website**, following the Instructions given below:

- 1. Template:** In preparing Preprint Manuscripts, the authors are strongly recommended to use the attached *Template* in MS-Word format. Overwrite or paste a text onto the template, where graphics (figures, photographs, etc) and chemical formulae (by ChemDraw etc.) may also be pasted. See the sample page attached.
- 2. Submission:** Convert the MS Word manuscripts into Adobe PDF documents and upload to the website. Only PDF documents are accepted for Preprints.
- 3. Length and Size:** Preprints must not exceed **one page of A4 paper (297 × 210 mm; 11.7 × 8.3 inch)** including text, tables, figures, photos, captions, and references with 25-mm margins at top, bottom, right, and left. Do *not* change the margins, even if any space is left in the manuscript.
- 4. Reproduction:** Preprints will be reproduced in original size and in full color only in a CD-ROM form to be available on site.
- 5. Font:** Times New Roman or equivalent, 12 point *throughout*, non-boldface unless otherwise specified, including captions and references.
- 6. Headings:** (a) **Title** – Bold-faced, centered, and capitalized in the first letter of each major word. (b) **Authors** – One **double-space below** the title, centered, with the speaker's or the poster presenter's name underlined. (c) **Affiliation** – One **semi-double space** below the authors, centered; in the order: institution, mail address with postal/zip code and country, phone and Fax numbers, and e-mail address. Single-spaced if the headings length exceeds a single line.
- 7. Text:** Start the text **double space below** the last line of the Headings; **single-spaced** with ca. 1-cm (or ca. 0.25-inch) indentation at the beginning of each paragraph; no blank line between paragraphs.
- 8. Figure Captions:** Captions should appear below figures and drawings in the same font as for the main text.
- 9. References:** If needed, references must appear at the end of the manuscript and be formatted in accordance with *Chemical Abstract*.
- 10. Inquiry:** All inquiries about the Preprint Manuscript should be directed to:
IPC2016 Secretariat, The Society of Polymer Science, Japan
e-mail: ipc2016@spsj.or.jp