Instruction for Preparation of Full-length Paper

- All papers must be written in English. The conference proceedings will be prepared from the original files of *LaTeX* or Microsoft *WORD* to be received from authors. (The organizing committee may modify the submitted files to unify the appearance as much as possible before printing.) PDF files to be used for a CD of the proceedings will be made by the organizing committee using the original files submitted from the authors. Thus submission of a PDF file is not prerequisite, but it may be recommended, as the organizing committee can confirm the expected appearance of the paper.

- Authors are recommended to prepare their manuscript using *LaTeX*. The template and the output sample are provided at the web page of the VF-2007 Conference, which can be accessed at:
  http://riam.kyushu-u.ac.jp/ship/VF2007/template.html
  All files downloaded must be placed in the same folder, and the authors should simply modify the <VF2007.tex> file to write their own papers. Figures are supposed to be prepared in EPS format and put in the slave folder of '*figure*'.

- Authors who are not familiar with *LaTeX* may use Microsoft *WORD*, whose template is also provided at the web page of the VF-2007 Conference. If another software will be used, please mimic the output sample as close as possible.

- The page size must be set to 210×297 mm (A4 paper). All material should be placed in a rectangle of 176 mm width and 250 mm height, with left and top margins set to 17 mm and 22 mm, respectively. The text should be in two columns with 7 mm central separation. The text must be written using Times New Roman, or Times Roman font, or other Roman font with serif, as close as possible in appearance to Time New Roman throughout the paper when using *WORD*.

- The total length of the paper including figures, tables, and appendices (if any) **should not exceed 10 pages.**

- As in the output sample, the title, author name(s) and affiliation(s) must be centered. The title should be bold-faced with 14 point, author names with 11 point (not bold-faced), and affiliations with 10 point in italic.

- The abstract of the paper should be written in a single column using 9-point font. First write '**Abstract**' centered with bold-faced 10 point, and then start writing the text of abstract with paragraph indent of 5 mm.

- List up several key words (possibly up to 7) of the paper just after the title of '*Keywords*:'. Please separate the key words with semicolons (;). Skip 10-12 mm at the end of *Keywords*, and then start the two-column text.

- The body of the text must be written in 10 point and the baseline skip is to be set to 4.5 mm.

- Number all section titles consecutively. The Section Heads should be flush left in all upper and lower case using 11-point bold-faced font. A word like 'the' or 'a' is not capitalized unless it is the first word of the header. The Subsection Heads should be similar to the section heads, but with 10-point bold-faced font and in all lower case except the first word of the header. (See the output sample.)

- Mathematical equations should be numbered consecutively from Eq. (1) to the end of the paper including appendices. Use the equation number when referring to equations. Equations should be written in 10 point and left-justified. Enclose equation numbers in parentheses and place flush right.

- Give the consecutive numbers also to figures and tables, respectively. Use the figure number when referring to a figure (Fig. 1). Figures must have a caption consisting of an abbreviated number, like Fig.1, and brief title. The caption should be in 9-point font and placed below figure and centered. Place figures/images in a paragraph centered. Figures/images may be prepared in color, but the printed version of the proceedings will be published in black and white. Tables must also have a caption that consists of 'Table' followed by a consecutive number and brief title, like Table 1. The caption should be in 9 point and placed above table, centered.

- List of references should be arranged in the order of citation in the main body of the text, with consecutive numbers enclosed in square brackets, like [1]. As for the style of writing, please refer to the output sample; the names of proceedings and text books are to be written in italic. In citing the references in the text, use the consecutive numbers in the list of references with square brackets attached (see the output sample).

- Do not write the page numbers. The organizing committee will put consecutive page numbers in the final stage of editing.

- All authors must submit all original files (including EPS files if necessary when using *LaTeX*) to the secretariat of the Conference and also to me just in case, **before 10 September 2007**.

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