

**INSTRUCTIONS FOR CAMERA-READY MANUSCRIPT
FOR PUBLICATION**

Interpraevent 2002 in the Pacific Rim

**Protection of habitat against floods, debris flows and avalanches
caused by heavy rainfall, typhoon, earthquake and volcanic activity**

Editorial Board of the Organizing Committee for Interpraevent 2002

Sabo Kaikan, 2-7-5 Hirakawa-cyo, Chiyodaku, Tokyo 102-0093

Proceedings and paper handling

The deadline for submitting full papers (plus abstracts) is **February 28 2002**. Papers should be written in English or German, following the format in the '**Guidelines for submission and format**'. However, please note that the **abstract** must be written in English. Sample layouts are available at the end of these instructions. When contributing in English, please be sure you have reviewed and proofread your contribution.

Guidelines for submission and format

Page layout:

- Page size: A4 size.
- All page margins, top: 20 mm, bottom: 25 mm, left: 20 mm, right: 20 mm.
- Line spacing: 16.5 pt, word spacing: 10.8 pt
- Single column per page.
- Title, subtitle, full name of authors(s) to be center justified.
- Keywords (less than 5 words) to be justified left .
- Main text to be fully justified (aligned with both left and right margins).
- One line spacing before every headline.
- Layout for the first page.

Title: Line spacing above the title is 5. This space will be used for printing the logo

Subtitle: New paragraph below the title.

Full name of author(s) and superscript with round bracket: New paragraph and one line spacing below the title or subtitle.

ABSTRACT: New paragraph and one line spacing below author/s' full name.

Keywords: New paragraph below abstract.

Section headings: New paragraph and one-line spacing below element, without consecutive numbers

Section subheadings: Only if the need arises, the same as above.

Affiliation & Address: New paragraph below a draw-line. Superscript with round bracket should be written at the beginning of the affiliation corresponding to the author. Include e-mail address with brackets if possible.

Length:

- The paper should be between 6 and 12 pages, including abstract, main text, all figures, tables, and references.

Fonts:

- All text and caption fonts to be Times, or Times New Roman.
- Fonts in diagram may be sans-serif (e.g., Arial, Helvetica, etc.) where appropriate.

Font sizes:

- Title: 14-point bold, all capital.
- Subtitle: 12-point bold, all capital.
- Authors' full name(s): 12-point normal (superscript with round bracket: 12 point-normal).
- Abstract: heading (10-point bold, all capital), text (10-point normal).
- Keywords: heading (10-point bold, all capital), words (10-point bold).
- Section heading: 14-point bold, all capital.

- Section subheading (If the need arises): 12-point bold, only first character capital.
- Body text: 12-point normal.
- Affiliation & Address: 9-point normal.
- Figure & table captions: 'Fig. x' & 'Table x' 10-point bold. Remainder of caption 10-point normal.

Figures & Tables:

- All figures to be captioned below the figure.
- All tables to be captioned above the table.
- All figures & tables to be numbered sequentially in accordance with their first reference in the text.
- All full-width figures & tables preferably to fit between margins.
- Figures & tables can be arranged among text on either left or right side (see sample layout below), or in the center with line spacing around them.

References:

References are indicated in the text by authors' names (et al. should be used for papers authored by more than two people) and year of publication. All references should be listed at the end of the paper in alphabetical order. References should be complete in all details and follow the style shown in the sample layout.

- Articles in periodicals:

Surname of author(s), followed by initials, year of publication in parentheses, title of article without quotation marks and with capital only for the first word, title of periodical in italics, volume in bold, number with brackets, first-last page number, and a period.

- Books:

Surname of author(s), followed by initials, year of publication in parentheses, title in italics, 'p.' plus number of referenced pages, and a period.

- Proceedings:

Surname of author(s), followed by initials; year of publication in parentheses, title of article without quotation marks and with capital only for the first word, title of the book in italics, volume (if any), 'p.' plus first-last page number, and a period.