

# Paper Format for ICAE 2018 Conference Proceedings

First Author<sup>1\*</sup>, Second Author<sup>2</sup>, Third Author<sup>1</sup>

1. Institution, City, State, Country of First Author (and of all other Authors with this Affiliation)
2. Next Institution, City, State, Country of an Author

**ABSTRACT:** The authors whose abstracts have been accepted for presentation at the XVI International Conference on Atmospheric Electricity (ICAE 2018) are requested to submit a short paper (10MB maximum file size) in PDF format to the Conference Proceedings. This document can be used as a template of the paper and converted to PDF. Please make every effort to follow these guidelines to ensure the quality of the Proceedings. All manuscripts must be received by the ICAE 2018 Local Organizing Committee before **1 April 2018** via the upload link available from the conference website (<http://icae2018.saej.jp>). For help with any questions concerning the format or submission difficulties, please send inquiries by e-mail to: [westec\\_op10@west.jtb.jp](mailto:westec_op10@west.jtb.jp).

## INTRODUCTION

This document can be used as a template for preparing your paper for inclusion in the extended abstract volume that will be distributed electronically at ICAE 2018. Main sections are labelled in boldface, all capitals, without section numbers.

## PAPER FORMAT

### *Page limit*

Because the proceedings will again be electronic, no page limit is specified, but a 10MB file size limit is required to limit problems with email. Page numbering is optional.

### *Fonts and style*

The whole paper must be written in English.

All text in the paper should be typed using a common font of **Times New Roman** and size between 11 and 12 points (10-12 point for captions, tables, and references). Text within the body of the paper should be full-justified or left-justified (i.e., ragged-right).

Papers will be electronic, so photographs, plots, and diagrams can be displayed in color. Two (double) byte fonts (e.g., Chinese, Japanese, Korean, etc.) should not be used. Use single line spacing and single column width for the text of your paper.

### *Margins*

Page settings for the U.S. letter size (8.5 x 11 inches) are preferred, with appropriate margins of 0.75

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to 1.0 inch.

### ***Organization of the paper***

#### *1) Title*

The title should be centered with all first letters of main words in capital. Type the title in 18 pt **Times New Roman**.

#### *2) Authors*

The name of the author(s) and the affiliation(s) should be centered on the line and typed in Times New Roman, as shown above. If a paper has more than three authors, continue the listing of author names on the same line and roll over to additional lines if needed. If some authors have different affiliations, list each new affiliation on a separate line. Indicate the affiliation of each author by superscripted affiliation numbers, as shown in the example. Indicate the corresponding author by a \* following the superscript for that author's affiliation in the author list.

#### *3) Contact address*

The contact information for one author designated for correspondence should appear as the footnote of the first page and should be typed in Times New Roman, size 8-9 pts. At a minimum, include the corresponding author's name, affiliation, and e-mail address.

#### *4) Headings*

Major headings should be in bold font with all capital letters. Subheadings in the next level should use italicized boldface font, with only the first letter being capitalized. Subheadings in the next level and all subsequent levels are indented, numbered (within a single right parenthesis) and italicized, with only the first letter of the subheading capitalized. Insert a blank line above each heading at any level.

#### *5) Numbering*

Number all figures and tables sequentially. Use Arabic numerals. Use separate sequences for tables and figures.

#### *6) Equations*

Use either the Microsoft Equation Editor or the *Math Type* commercial add-on for MS Word for all math objects in your paper. Use Italicize Roman symbols for quantities and variables. Use a long dash rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Number equations consecutively, adding the equation numbers in parentheses, as in (1). Be sure that the symbols in your equation have been defined immediately before or after the equation appears. Please check that equations and symbols appear correctly in the PDF file, and embed fonts in your pdf file as needed.

$$\beta = \beta_0 \exp\left(-\frac{d}{2J}t - 2\pi i \frac{t}{t_d}\right) \quad (1)$$

#### *7) Illustrations*

Try to use words rather than symbols or abbreviations, and define all acronyms. As an example, write out the term "Cloud-to-ground," not just "CG." Put units in parentheses after the parameter to which the

units apply. Label each axis with the parameter and its units. Please do not label axes with a ratio of quantities and units. Figure captions should be legible, approximately 10 to 12 point type. Figures may be embedded in the text (with or without wrapping) or at the end.

8) *Tables*

Tables must be centered and should have a short heading. Allow extra spacing above and below the Table for clarity.

Table 1 Example of Times and New Roman sizes and styles used for formatting

Text	Special Appearance	Size(Points)
Paper Title	Centered, Bold, First Letters in Capital	18
Author name	Centered, with superscript affiliation number	11-12
Author affiliation	Centered, numbered, on new line if different	11-12
Abstract		11-12
Body text		11-12
Major headline	Bold, all capital letters, start on left-hand margin	11-12
Sub-headlines	Bold, italicized, first letter being capital	11-12

9) *Graphics and pictures*

Graphics and Pictures should be reduced to their proper size and inserted as figures either as close as possible to their reference in the text or at the end of the paper. The order of figure presentation should be the same as the order of first mention in the text, and figure numbering should be sequential. All legends and captions should be typed using either the same or the next smaller point size as used in the rest of the text. Figures should be in electronic form and integrated into your paper. Make sure original drawings, photographs or graphics are of good quality, with  $\geq 150$  pixels per inch or 60 pixels per cm.

**PAPER SUBMISSION**

All papers must be received by the ICAE 2018 Local Organizing Committee (LOC) by 1 April 2018 via the upload link in the conference website to ensure inclusion in the conference proceedings. Please contact the LOC if you need an extension. You should receive a confirmation message within a few days from LOC that the paper was received. If you do not receive it, please contact the LOC. The paper title should preferably be the same as the one you gave when you sent the abstract. If you need to change the paper title, please inform the LOC of the change when submitting the paper.

Images or figures should be included in the paper, not as a separate file.

**CONCLUSIONS**

The present document has provided guidelines for submitting papers for the proceedings volume to be distributed at the ICAE 2018. Please make every effort to follow these guidelines as the quality of the Proceedings depends on you.

The LOC reserves the right to reject manuscripts from inclusion in the Proceedings volume if they

depart from these guidelines.

## ACKNOWLEDGMENTS

Please acknowledge the significant contribution of colleagues to this work.

## REFERENCES

References are cited by the last name of the author(s) (use et al. for three or more authors) and the year: [e.g., Yamada 1991; Takao and Fuji 1992; Daibutsu et al. 1993]. If the author's name is part of the sentence, only the year is bracketed, as in Yamada [1990]. Two or more publications by the same author in the same year are distinguished by inserting sequential letters (e.g., a, b, c) after the year: [Sakura, 1989a, 1989b]

Organize the reference list by alphabetic order of the first item in the reference. Use either AMS or JGR format in the reference list. Some examples are shown below.

- Mach, T. U., 2003a: Electric field measurements at supersonic speeds inside hailstorms. *J. Dented Aviators*, **13**, 225-236.
- Mach, T. U., 2003b: Impact charging of supersonic composite aircraft as a function of hail number density. *J. Dented Aviators*, **13**, 237-250.
- Singed, I. M., and M. E. Too, 1976: Lightning return stroke currents measured using a handheld ammeter, in *Proceedings*, Electric Power Distribution Conf., New Hope, Ontario, Canada, 156-159.
- Grimm, Jacob, W. Grimm, and H. C. Anderson, 2010: *Sprites and Elves*. Gnome Press, Witchhaven, Massachussets, USA, 357 pp.