

GUIDE FOR AUTHORS

GENERAL COMMENTS: Manuscripts should be written in standard grammatical English and submitted in the Format in A4 size sheet. Submit original of the complete manuscript including figures, tables, and references. The manuscript should not be exceeding 10 pages, including abstract, all figures, tables, and references.

The title, subtitle (if necessary), name(s) of author(s), affiliation(s) and mailing address (es) should be identified, followed by an abstract within 150 words and 3 key words. More detailed instruction, "JSKE INSTRUCTIONS FOR THE FORMAT OF A MANUSCRIPT" can be downloaded from (<http://www.jske.org/format/>).

FONTs: All text and caption fonts to be Times Roman or Times New Roman. The page margins and font sizes are as follows;

Page margins: top (25mm), bottom (24mm), left and right (20mm), column interval (8mm)

Title: 16 Point Normal / Capital Letter / Single Column & Centered

Subtitle (if necessary): 12 Point Normal / Single Column & Centered

Name(s) of author(s): 12 Point Normal / Single Column & Centered

Affiliation(s) and mailing address (es): 9 Point Italic / Single Column & Centered

Abstract: 9 Point Normal / Single Column & Fully Justified (aligned with both left and right margins)

Key words: 9 Point Italic / Single Column (aligned with left margins)

Section and subsection headings: 10 Point Bold / Double Column / Fully Justified (aligned with both left and right margins)

Body text: 10 Point Normal / Double Column / Fully Justified (aligned with both left and right margins)

Figure and Table captions: 10 Point Normal / Centered

Minimum font size in figures and tables: 8 Point when containing page is printed at A4 size.

SECTION NUMBERS AND SUBSECTION NUMBERS: All sections except abstract and references to be numbered sequentially in the form **1., 2., 3.,** etc. All subsections (where appropriate) to be numbered sequentially in the form **1.1, 1.2, 2.1, 2.2,** etc.

FIGURES AND TABLES: All figures including photographs to be captioned below the figure, and all tables to be captioned above the table. Captions to be justified left, aligned with the left edge of the figure or table. Captions to be of the form; Figure 1: Application Form for KANSEI, Table 1: Application Form for KANSEI, etc. All figures to be numbered sequentially in accordance with their first reference in the text. Similarly for tables. Figures and tables to be placed in the text in numbered order and as close as possible to the point at which they are first referred to. Figures and tables preferably to fit full width between margins. Where this is not appropriate the figure or table should be placed centrally on the page width. Text should not be wrapped around the figure or table. Placing two smaller figures side by side is acceptable. Photographs must be originals and should be pasted on the manuscript.

UNITS: SI unit systems are to be used in all texts, figures and tables.

REFERENCES: Publications, cited in the text should be collected at the end of the text. All references should appear in order with the numbers in parentheses, such as [1] or [2-7]. Journals are to be referred as family name(s) of author(s) preceded by the first name(s) and the initial(s) of the middle name(s), paper title and journal title (do not abbreviate the title), number of volume (number), start- and ending page numbers, and published year. Books should be referred by the name(s) of author(s), book title, publisher, its location, and/or referred page number and published year. Use the following system for arranging your references:

For journals

1. Yukie Nagai and Toshi Matsumura; A survey on physiological strains of asbestos abatement work, *Journal of Occupational Accidents*; 2(8), pp.31-38 (1993).

For books

5. Ray L. Keeney, Taizo Suzuki and Iori Kobayashi; *Decisions with Multiple Objectives*, John Wiley & Sons, New York, pp.596-598, 1984.

For edited books and edited proceedings of conferences, symposia, etc.

8. Robert C. Willnges, Makoto Kubo and Fumio Terauchi; Design of human-computer dialogues, in Guy Salvendy (Ed.) *Human-Computer Interactions*, 1st. USA-Japan Conference on Human-Computer Interaction, Elsevier, Amsterdam, pp.33-42, 1984.

For proceedings of conferences, symposia, etc.

11. Yoshio Shimizu and Akio Harada; Main problem of working conditions and environment in small scale industry, National Tripartite Workshop on Improvement of Working Conditions, Sapporo, 1985