

Instructions for Preparing the Proceeding on the SEEPS Annual Meeting

Please follow the instructions below to prepare your manuscript in a word processor. The format file of the proceeding can be downloaded from the SEEPS HP (<http://www.seeps.org/eng/index.html>).

1. Paper size **A4**

2. Number of pages **2 pages**

3. Format

(1) Margin: Upper 30mm, Bottom 30mm, Left 20mm, Right 20mm

(2) Font: Title 12 pt

 Sub-title, presenter name, and main text 10.5 pt

 Footnote 9pt

4. Points of note

- (1) Leave about one line between the title and presenter name.
- (2) Write your affiliation, contact address, and email address in the footnote at the bottom of the first page.
- (3) In the case of joint research, put a "○" in the name of the person who will be reporting.
- (4) Leave about one line between your name and the main text.
- (5) Start with the main text. No table of contents or abstract is required.
- (6) Briefly summarize the research objective, methods, data, results, and conclusion of your research in proceeding to give the reader an overview of your study.
- (7) The amount of two pages includes figures and tables.
- (8) Submit your manuscript in "PDF" or "Word" format (PDF format is preferred)

5. How to submit

Proceeding must be submitted at the time of application. For details on how to submit, please check the SEEPS HP (<http://www.seeps.org/eng/index.html>).