

## MANUSCRIPT FORMAT GUIDELINES: TENTH INTERNATIONAL CONFERENCE ON URBAN EARTHQUAKE ENGINEERING

**Kazuhiko Kasai<sup>1)</sup>, Ernest F. Cruz<sup>2)</sup>, and Kazuhiko Kawashima<sup>3)</sup>**

*1) Professor, Structural Engineering Research Center, Tokyo Institute of Technology, Japan*

*2) Professor, Dept. of Structural and Geotechnical Engineering, Catholic University of Chile, Santiago, Chile*

*3) Professor, Department of Civil Engineering, Tokyo Institute of Technology, Japan*

*kasai@serc.titech.ac.jp, ecruz@ing.puc.cl, kawasima@cv.titech.ac.jp*

**Abstract:** This document comprises format instructions for papers to be presented at the Tenth International Conference on Urban Earthquake Engineering. It is our goal to be relatively flexible in format, yet maintain a reasonable degree of consistency between papers in the finished product. This document is formatted in the desired manner, and all authors are expected to use it as a template [see Section 2.1 below].

### 1. INTRODUCTION

The 10th International Conference on Urban Earthquake Engineering (10th CUEE) will be held on March 1-2, 2013 at O-okayama Campus, Tokyo Institute of Technology. This document describes, and is formatted in, the required style for all conference papers.

After final review, accepted papers will be included in the proceedings volume. The printed volume and its CD version will be made available during the conference. The electronic copy of the final paper must be uploaded by December 31, 2012, to the following address:  
[http://www.cuee.titech.ac.jp/Conference\\_2013/papers.htm](http://www.cuee.titech.ac.jp/Conference_2013/papers.htm)

### 2. FORMAT REQUIREMENTS

#### 2.1 Word Processing

The author must submit two different types of electronic copies: a file created by Word 2000 or later version, **and** a PDF file created by ADOBE Acrobat 4.0 or later version. This document is a Word 2000 template, and the author may type directly on this file. An author using other word processors may submit a PDF file *only*, but the paper must meet the format requirements in Section 2.2.

#### 2.2 Details of Required Format

Authors must follow the format details given in this section.

1. *Paper Size and Length:* 4 to 10 pages (A4 size sheet, 210mm x 297 mm).
2. *Margins:* 25 mm (1.0 inch) top and bottom, 20 mm (0.8 inch) on sides.
3. *Default Font Type, Size, and Line Spacing:* 10 pt size Times New Roman with 12 pt line spacing, justified on both

margins, unless otherwise specified. N.B.: All "blank lines" are also in this format.

4. *Title:* Four blank lines from top of the first page, then a line with the paper title in 14 pt size bold, centered, small caps on subsequent pages. If two lines are needed, use 16 pt line spacing between them.
5. *Author's Name:* Two blank lines after the title, then a line with the author name(s) in bold.
6. *Author's Position and Affiliation:* Two blank lines after the author's name, then a line with the position and affiliation per author in 9 pt size italics and 12 pt line spacing. This should be repeated for multiple authors.
7. *E-mail address(es):* A line with the author's e-mail address(es) in 9 pt size italics and 12 pt line spacing.
8. *Abstract:* A 100-200 word abstract in 9 pt size and 12 pt line spacing, left and right indented 10 mm each.
9. *Section Headings:* Two blank lines after the previous section, 10 pt size bold, capital letters.
10. *Section Subheadings:* One blank line after the previous subsection, 10 pt size bold.
11. *Body text:* 10 pt size and 12 pt line spacing, justified on both margins. First line of each paragraph is indented by 4 blank characters.
12. *Figures:* Insert in text where appropriate, with a caption centered below the figure, as shown on next page. Use 10 pt size and 12 pt line spacing for the caption.
13. *Tables:* As with Figures, but with caption centered above the table.
14. *Equations:* Centered, with equation number set flush at the right margin, one blank line above and below.
15. *Units:* SI units are required.
16. *References:* References such as journal papers, conference papers, and books should appear as shown below. Use 9 pt size and 12 pt line spacing. Citations in the text of

the paper should use author last names and the year; for example, "... in previous work by the authors (Kasai et al. 1998, MacRae and Kawashima 2001)" or "... as shown in the work by Kasai et al. (1998) and MacRae and Kawashima (2001)." Additionally, authors are responsible for obtaining permission for reprinting any material included in their papers which may be already copyrighted elsewhere.

### 3. CONCLUSIONS

Should you have any questions concerning these format instructions, please contact the conference office (address: [conf@cuee.titech.ac.jp](mailto:conf@cuee.titech.ac.jp)).

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#### References:

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- MacRae, G. A. and Kawashima, K. (2001), "Seismic Behavior of Hollowed Stiffened Steel Bridge Columns," *Journal of Bridge Engineering*, American Society of Civil Engineers, **6**(2), 110-119.
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A sample equation is given as Eq. (1) below:

$$M \ddot{u} + C \dot{u} + K u = -M \ddot{u}_g \quad (1)$$

Also, figure and table examples are provided in Figure 1 and Table 1 below:

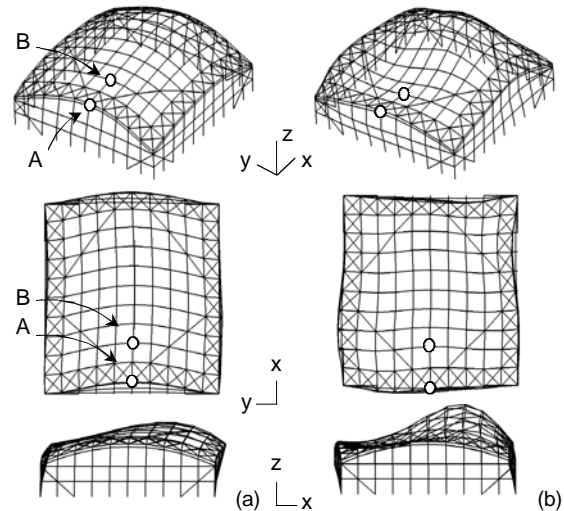


Figure 1 Vibration Modes of Space Frame with Dampers: (a) 1st Mode, and (b) 6th Mode

Table 1 Periods, Participation Factors, and Damping Ratios of Space Frame with Dampers

Mode	Period (sec)	Participation Factor $\alpha_{n,x}$	Damping Ratio		
			Damper	Rayleigh	Total
1	0.400	-0.623	0.191	0.017	0.208
2	0.400	0.405	0.191	0.017	0.208
5	0.212	-0.019	0.002	0.016	0.018
6	0.212	0.273	0.002	0.016	0.018
9	0.157	0.205	0.151	0.018	0.170