**The 6nd Kei-hiroba meeting←Title (Center, Bold, 14pt)**

Submission guidelines ←Sub Title (optional, Center, 12pt)

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**INTRODUCTION**

This is a guideline for the application manuscript for the 1st Kei-hiroba. Use this document as a template for your manuscript. **All manuscripts must be prepared as PDF files for electronic submission.** The manuscripts must be submitted to the meeting office via e-mail by Wednesday 16, 2022.

**METHODS**

The manuscript should be between 4 and 8 pages (A4, 210×297 mm) with two columns of text, allowing 20mm margins on all sides. Type font is Times New Roman. The title (in bold type), subtitle, and author information, written as author’s name (affiliation), should be centered across the top of the page. If the author have multi-affiliations, comma-delimited affiliations should be listed. In this case, abbreviated affiliations are encouraged, such as “Univ.”. Do not include the name of a department in the affiliation. Place the symbol of “○” before the presenting author. Font sizes of the title highlighted in bold, subtitle, and author information are 14pt, 12pt, and 11pt, respectively. The body of the manuscript should be divided into sections titled as follows: **INTRODUCTION**, **METHODS**, **RESULTS**, **DIS-CUSSION**, and **REFERENCES**. **RESULTS** and **DIS-CUSSION** may be incorporated as **RESULTS AND** **DISCUSSION**. Font size of the section title highlighted in bold is 12pt and the size of the text is 10.5pt.

Figures and tables may be incorporated within the document. All figures and tables must be numbered and referenced in the text. Captions must be legible and placed below each figure, and above each table. Preferred resolution of the figures is 600 dpi. There is no preferred format in the table. The font size in the tables should be over 8pt. Either SI or CGS unit should be used as primary units.



Figure1: Both color and grayscale images will be allowed

Table 1 : Guidelines of the font size

|  |  |
| --- | --- |
|  | Font size |
| Title | 14pt (Bold) |
| Sub title (non-essential) | 12pt |
| Author information | 11pt |
| Section title | 12pt (Bold) |
| Text | 10.5pt |
| Reference list, caption | 10pt |
| Text in tables | Over 8pt |

If you use mathematical equations in the text, the equations should be written clearly and numbered with brackets.

F = ma 　　　　 (1)

All figures, tables, and equations must be referenced in the text, such as Fig.1, Table 1, and Eq (1).

**RESULTS**

All references must be numbered in their order of appearance in the text. Reference citations within the text are to be made with numbers ([1], [1-3], or [1, 3]). References are to be formatted as illustrated at the end of this sample manuscript. Place the first author’s name, journal, conference, or book title with volume (issue) numbers and years. Other information such as co-authors, title, DOI, or page numbers should not be included. Font size of the references is 10pt.

**DISCUSSION**

The maximum allowed file size of the manuscript is 2MB. The file must be saved with the presenting author’s full name, e.g., “RitsumeiTaro.pdf”.

If you have any questions for manuscript submission, please contact the meeting office.

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**REFERENCES**

1. Ritsumei. T, 15th ECSS, 2010.
2. Noji. H et al., J. Biomech, 30(2), 1997.
3. Kusatsu. J et al., J Appl Biomech, 29(1), 2013.