HOW TO PREPARE A PAPER FOR THE EIGHTH INTERNATIONAL SYMPOSIUM ON MAGNETIC BEARINGS

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ABSTRACT
This document provides information and instructions for preparing a technical paper for the Eighth International Symposium on Magnetic Bearings. The description allows for printing on A4 sheets (21 × 29.7 cm) or US Legal sheets (8.5 × 12 inch) using your computer and a laser printer. The proceedings will be printed on A4 format. To ensure optimal printing please use always the upper right corner for frame alignments, especially if you are printing on a US Legal sheet.

Follow the specification in this document and refer to the attached templates to determine the layout of your pages. If you follow the instructions included here, the typeface, style and basic layout of the paper should look like this document.

INTRODUCTION
The whole paper, including titles should be set in Times Roman¹ (or an equivalent typeface). The paper has to be set in a two columns arrangement. The title and authors are oversized figures and tables should be set in one column not exceeding the frame shown on the attached cover pages.

The paper must consist of an abstract, an introduction (motivation), a main part describing the approach and results of the described research and development work, a summary and outlook, and a reference list.

PAPER TITLE AND AUTHORS
The title of your paper and the author(s) should be included in the space shown on the attached cover page grid (title frame).

Title
The title should be 14 pt. bold in all capital letters with 18 pt. leading (leading is the space between lines of text). It should be centered on the page with the first line at the top of the title frame. Use a short and significant title.

¹Available on most word processing programs
Authors
The author’s name should consist of first name, middle initial, last name. It should be 12 pt. bold, upper and lower case letters with 14 pt. leading. It should be centered under the title with two line spaces separating the title from the first author.

Authors affiliation should consist of department or division name (optional), company or university name, city, state, zip code, country. Professional title and street address should not be included. All author's affiliation information should be 12 pt. upper and lower case letters (with 12 pt. leading) centered under the name. The e-mail address should be included under the affiliation. No separation between first and subsequent authors required.

PAGE NUMBERS
Actual page number will be inserted by the Program Committee. For recognizing the page you should write in pencil the author’s short name and the page number in the upper right corner of each sheet.

MAIN BODY OF THE TEXT
The main body of the text should be arranged in two-column format. It should be set in 10 pt. Times Roman, 12 pt. leading. The text should be justified with left and right margin shown on the attached page templates. Emphasized text portions should be italic or bold (not underlined).

TEXT HEADER #1
The primary text heading (heading #1) should be 10 pt. bold in all capitals, flush left with the left margin. The spacing should be two line space before and no line space after the heading.

Text Header #2
The next level heading (heading #2) should be 10 pt. bold upper and lower case letters. The heading is flush left with the left margin. The spacing should be one line space before and no line spacing after the heading.

Text Header #3. The third level of heading should follow the style of heading #2, but it will followed by a period, a space and its text.

EQUATIONS
Equations should be written in the same fonts as the text, with 10 pt. italic style for main characters. Numbers in the equation should be set in regular style (not italic).

\[ R(s) \quad G(s) \quad C(s) \]
\[ + \quad - \]

\[ f(t) = \int_0^t g(t)dt + \frac{dg(t)}{dt} + \sin t \quad (1) \]

FIGURE 1: The figure should captioned like this

TABLE 1: The caption of the table
<table>
<thead>
<tr>
<th>Example</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12.5</td>
<td>1,000 Yen</td>
</tr>
<tr>
<td>2</td>
<td>24</td>
<td>2,000 Yen</td>
</tr>
</tbody>
</table>

UNITS
All the paper should use SI units. When customary units are given preference, the SI equivalent shall be provided in parenthesis or in a supplementary table.

FIGURES AND TABLES
All figures should be positioned at the top of the page where possible. All figures should be numbered consecutively and captioned; the caption should be centered under the figure as shown in Figure 1. All text within the figure should be 10 pt. There should be a minimum two line spaces between figures and text.

All tables should be numbered consecutively and captioned; the caption should be centered above the table as shown in Table 1. The body of the table should be 10 pt. There should be a minimum two line spaces between tables and text.

FOOTNOTES
Footnotes should be numbered consequently using superscript numbers. They should be positioned flush left at the bottom of the column in which the reference first appears.

REFERENCES
References [1] should be numbered throughout the whole paper. The references should be set in the same typeface as the main body of the text.

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All materials shown above should be received before May 20, 2002

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