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1. Introduction (Heading 1)

This template, modified in MS Word and saved as “Word document (docx.)” for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: (1) ease of use when formatting individual papers, (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and (3) conformity of style throughout a journal. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow.

1. Ease of Use
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Before you begin to format your paper, first write and save the content as a separate text file. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the paper. Do not number text heads-the template will do that for you.

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* 1. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

* 1. Units
* Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as “3.5-inch disk drive.”
* Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.
* Do not mix complete spellings and abbreviations of units: “Wb/m2” or “webers per square meter,” not “webers/m2.” Spell out units when they appear in text: “. . . a few henries,” not “. . . a few H.”
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Equation numbers should be consecutive. Equation numbers, within parentheses, are to position flush right, as in (1), using a right tab stop. To make your equations more compact, you may use the solidus ( / ), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence, as in



**** 

 

Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “Eq. (1),” not “(1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is . . .”

* 1. Some Common Mistakes
* The word “data” is plural, not singular.
* The subscript for the permeability of vacuum 0, and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o.”
* In American English, commas, semi-/colons, periods, question and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
* A graph within a graph is an “inset,” not an “insert.” The word alternatively is preferred to the word “alternately” (unless you really mean something that alternates).
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* Do not confuse “imply” and “infer.”
* The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen.
* There is no period after the “et” in the Latin abbreviation “et al.”.
* The abbreviation “i.e.” means “that is,” and the abbreviation “e.g.” means “for example.”

An excellent style manual for science writers is [7].

1. Using the Template

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**Table. 1** Caption for table.

| **Table Head** | **Table Column Head** | | |
| --- | --- | --- | --- |
| ***Table column subhead*** | ***Subhead*** | ***Subhead*** |
| copy | More table copya |  |  |
| a. Sample of a Table footnote. (Table footnote) | | | |

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**Fig. 2.** Caption for fig.

1. *Formatting:* Insert one hard return immediately after the last character of the last affiliation line. Then paste down the copy of affiliation 1. Repeat as necessary for each additional affiliation.
2. *Reassign number of columns:* Place your cursor to the right of the last character of the last affiliation line of an even numbered affiliation (e.g., if there are five affiliations, place your cursor at end of fourth affiliation). Drag the cursor up to highlight all of the above author and affiliation lines. Go to Column icon and select “2 Columns.” If you have an odd number of affiliations, the final affiliation will be centered on the page; all previous will be in two columns.
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Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads.

Component heads identify the different components of your paper and are not topically subordinate to each other. Examples include Acknowledgments and References and, for these, the correct style to use is “Heading 5.” Use “figure caption” for your Figure captions, and “table head” for your table title. Run-in heads, such as “Abstract,” will require you to apply a style (in this case, italic) in addition to the style provided by the drop down menu to differentiate the head from the text.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates and elaborates on this one topic. If there are two or more sub-topics, the next level head (uppercase Roman numerals) should be used and, conversely, if there are not at least two sub-topics, then no subheads should be introduced. Styles named “Heading 1,” “Heading 2,” “Heading 3,” and “Heading 4” are prescribed.

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Place figures and tables at the top of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “**Fig. 1**,” even at the beginning of a sentence, except at the beginning of a paragraph: **Figure 1**.

Figure Labels: Labels are only “**Fig.**” or “**Table**” (do not use such as “**Photo**”). Use 9 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity “Magnetization,” or “Magnetization, M,” not just “M.” If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A[m(1)]},” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

## **Acknowledgements**

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g.” Avoid the stilted expression, “One of us (R. B. G.) thanks . . .” Instead, try “R. B. G. thanks.”

**References:**

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| --- | --- |
| \\Server\typeset\JACI\JC-GLOSS\Jacigloss\J-PHOTG.TIF | **\*Profiles and photos are not necessarily required at the first submission.**  **Name:**  Takao Kakizaki  **ORCID:**  0000-XXXX-XXXX-XXXX  **Affiliation:**  Supervisor, Senior Research Engineer, NTT Human Interface Laboratories |
| **Address:**  3-9-11 Midori-cho, Musashino, Tokyo 180-0012, Japan  **Brief Biographical History:**  1979- Joined Nippon Telegraph and Telephone Corp.  1987- Visiting Scientist, Massachusetts Institute of Technology  1989- NTT Human Interface Las.  **Main Works:**  • “Modeling the Special Dynamics of Robotic Manipulators with Flexible Links and Joint Clearances,” ASME J. of Mechanical Design, Vol.115, pp. 839-847, Dec., 1993.  **Membership in Academic Societies:**  • The American Society of Mechanical Engineers (ASME)  • The Japan Society of Mechanical Engineers (JSME)  • The Robotics Society of Japan (RSJ) | |

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**Appendix A. App-Section**

Appendix A.

**A.1. App-sub-Section**

Appendix A.1.