

(For the first page only, place 20mm blank space underneath the top margin)

Author's guide for report of Research Center for Urban Safety and Security

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Abstract: This is an example manuscript for illustrating the author's guide for preparing a manuscript for Report of Research Center for Urban Safety and Security, following the guideline for the Japanese edition. Those who wish to submit a manuscript for the report should follow the guideline described in this manuscript and also for the Japanese edition so stated.

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Key words: urban security, report, author's guide

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1. Paper

Standard A4 (210mm x 295mm) sheets should be used.

2. Font and font size

The title should be typed in upper and lower case letters in bold 18pt Times/Roman fonts as in this paper. Author's name, affiliations, abstract and main text should be typed in plain 10.5pt Times/Roman fonts as in this paper.

3. Layout

The text (including tables and illustrations) should be filled in single column inside the area with 25 mm margin on all sides (hereafter referred to as the typing area). All text should be single spaced and aligned with both the right and the left margins.

Paragraphs should always start with about 5-character indentation and no blank line should be placed between paragraphs.

The abstract should be no longer than 10 lines.

4. Manuscript

(1) First page

On the first page, a paper title, author's names, abstract and key words should be placed in order. Author's affiliation should be placed after References in the last page.

(2) Headings

Headings should be at most in three levels, corresponding to chapter, section and subsection, respectively. All headings should be in bold face fonts.

One blank line should be placed before and after the first level heading, and only before the second level

heading. No blank line should be placed for the third level heading.
If a heading is longer than one line, indent it as follows:

1. How to deal with a heading longer than one line in a manuscript for report of Research Center for Urban Safety and Security

(3) Equations and symbols

All equations should be typed in high quality fonts. Each equation should be centered and identified by a number in parentheses such as (1), (2), etc. placed flush with the right margin. At least one blank line should be placed before and after each equation.

$$a + b + c = 5 \quad (1)$$

(4) Units

Use of the International System of Units (SI) is strongly recommended. When preference is given to other units, the SI units should be given in parentheses.

(5) Figures, tables and photographs

Figures, tables and photographs should be placed on the page where they are referred for the first time, and numbered. Do not place them altogether at the end of manuscript.

Figures, tables and photos should occupy the whole width of the typing area. Smaller figures, tables and photos should be placed in one column width (assuming two columns with a 6 mm margin between them) and texts should be placed besides them.

Lettering should be large enough to be legible.

Captions should be typed in lower case letters below the figures and the photographs and above the tables. Longer captions should be indented as follows:

Figure 1 How to deal with a caption longer than one line in a manuscript for Report of Research Center for Urban Safety and Security.

Figure 2 How to deal with a caption longer than one line in a manuscript for Report of Research Center for Urban Safety and Security.

(6) References

All references should be cited in the text and listed at the end of the paper in the following either way. 1. All references are numbered in the text in the order of appearance with right parenthesized numbers, just like this^{1), 2)}, and listed in the order of the number. 2. All references are cited with the author's name and published year, just like (Nishigaki and Kosaka, 1984), and listed alphabetically by last name of the first author.

(7) Footnotes

Footnotes should not be used.

(8) Maximum number of pages

There is no limit for maximum number of pages.

5. Conclusions

This paper illustrates how to prepare manuscripts for Report of Research Center for Urban Safety and Security. Those who have any question on this matter may consult with the editorial committee member.

Acknowledgments

Acknowledgment should be placed after **Conclusion**.

Appendix

Appendix should follow **Acknowledgments** or **Conclusions** in case of no Acknowledgments.

References

Funabashi, K., On the approximate realization of continuous mappings by neural networks. *Neural Networks*, 2, 183-192, 1989.

Lamb, H., *Hydrodynamics*. 6th ed., Cambridge Univ. Press, p. 65, 1964.

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At the end of the paper, keep a blank line and add the following text.

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The “20xx” is the year of publication (replace “xx” with suitable number).