

Instructions to Authors: Extended Abstracts for EcoBalance 2014

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1. Introduction

These are the guidelines for preparation of extended abstracts for EcoBalance 2014. Please use this document as a template and adhere strictly to the following guidelines and formatting requirements. Extended abstracts that do not follow these instructions will not be accepted.

Extended abstracts should be self-contained in the sense that no plain-text abstract should be referred to in the extended abstract. Note that plain-text abstracts will not be published.

2. Page layout

The paper size (page size) should be A4 (width 210 mm and height 297 mm). The total length should be **one page**. Page numbers should not be included. The main body should be typed in two single-spaced columns with margins as in Table 1.

Table 1. Page dimensions

Parameters	Values
Top and bottom margins	25 mm
Left and right margins	20 mm
Column width	81 mm
Column spacing	8 mm

3. Fonts, alignment, indentation, and spacing

The typeface (font) should be Times New Roman for all components except mathematical formulae. The font size should be 9 pt unless otherwise stated.

The title should be boldfaced in 12 pt, and centered. The first letter of each word should be in uppercase, except for articles and prepositions. If there is a subtitle, place a colon (:) after the (main) title and before the subtitle. No blank line should be inserted before the title, but one should be inserted after the title.

The authors' names should be in 10 pt and centered. Place an asterisk after the corresponding author's name. Place superscripted Arabic numerals after authors' names to indicate their affiliations; no Arabic numerals are necessary if there is only one affiliation. A blank line should be inserted after the authors' names.

The authors' affiliations should be italicized in 9 pt and centered. Use semicolons (;) to separate affiliations. Place a superscripted, upright (as opposed to italicized) Arabic numeral before each affiliation to indicate the correspondences between authors and affiliations. No blank line should be inserted after the affiliations.

The corresponding author's e-mail address should be placed in the line beneath the affiliations. Two blank lines should be inserted after the e-mail address.

The main body of the text should be justified to both the left and right margins of the column. The first line of each paragraph should be indented by 6 mm.

4. Headings

Only first-level headings may be included; they should also be boldfaced in 9 pt. The first letter of the first word only should be in uppercase. A blank line should be inserted before each of the first-level headings, but none after the first-level headings.

5. Figures, tables, and equations

All figures and tables should be referred to in the following way: "Figure 1," "Figures 1 and 2," or "Tables 1–3." Large figures and tables may span both columns. Place figure captions below the figures and table captions above the table. Captions should be centered within a column.

Equations should be centered and numbered consecutively with Arabic numerals enclosed in parentheses, as follows.

$$\mathbf{x} = (\mathbf{I} - \mathbf{A})^{-1}\mathbf{y} = \mathbf{y} + \mathbf{A}\mathbf{y} + \mathbf{A}^2\mathbf{y} + \dots \quad (1)$$

where

$$\mathbf{x} = \begin{pmatrix} x_1 \\ \vdots \\ x_n \end{pmatrix}, \quad \mathbf{y} = \begin{pmatrix} y_1 \\ \vdots \\ y_n \end{pmatrix}, \quad \mathbf{A} = \begin{pmatrix} a_{11} & \cdots & a_{1n} \\ \vdots & \ddots & \vdots \\ a_{n1} & \cdots & a_{nn} \end{pmatrix}. \quad (2)$$

Be sure that symbols in equations are clearly defined.



Figure 1. The logo of EcoBalance 2014

6. Conversion to PDF file

It is requested that authors submit a PDF file of an extended abstract with all needed fonts embedded. The PDF file size should not exceed 3 MB. None of the Adobe PDF security features should be activated. Please make sure that the PDF file is printable and that the printout looks fine before submitting it.

Acknowledgments

Acknowledgments may be made right before the reference section. This heading should not be numbered.

References

The list of references should be placed at the end of the extended abstract, in order of citation in the main text. References should be referred to in the text by Arabic numerals enclosed in square brackets, as [1], [1, 2], [1–3], and so on. All authors' names and paper titles should be written in the form seen in the reference entry for Finkbeiner and Matsuno [2] below. It is also allowed to write only the first author's name and an abbreviated journal name, as in the Miyamoto example [3], to save space. Please consult the List of Title Word Abbreviations (LTWA) [4] for abbreviations of journal names.

- [1] Guinée, J.B. (ed.) *Handbook on Life Cycle Assessment: Operational Guide to the ISO Standards*. Dordrecht, The Netherlands: Kluwer Academic Publishers, 2002.
- [2] Finkbeiner, M., and Y. Matsuno. LCA in Japan: The past, the present, the future. *International Journal of Life Cycle Assessment* 5(5): 253–254, 2000.
- [3] Miyamoto, S., et al. *Int. J. LCA* 18(7): 1425–1433, 2013.
- [4] The International Centre for the Registration of Serial Publications. List of Title Word Abbreviations (LTWA). <http://www.issn.org/services/online-services/access-to-the-ltwa/> (Accessed 18.01.2014).