

How to Write the Proceedings

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Abstract. This is a sample manuscript for proceedings of the Communicating Astronomy with the Public (CAP 2018) which held in March, 2018 at the Fukuoka City Science Museum, Fukuoka. *Please insert abstract text here in less than 200 words.*

1. Introduction

In order to make a referable document, all presenters must submit a manuscript for proceedings. Number of pages is as follows:

- Oral (Parallel and Plenary) Presentations // 2 pages;
- Workshops: 2 pages;
- Posters: 1 page.

All manuscripts must be written and submitted in English. It is important to ensure that when you submit your paper, it is in its final form ready for publication. CAP 2018 does not provide language editing services. CAP 2018 will light-edit the papers for style and length and will send out author proofs prior to publication. The authors are solely responsible for the paper.

2. Style and Font

For the main text please use a two column format in A4 paper (210 x 297 mm) with side margins 18 mm, top and bottom margins 25 mm, and column separation 10 mm.

All text is written in Times New Roman font. The title, author information, and abstract are centered across both columns on the first page. The font sizes of the title and the author names are 14 points and 12 points, respectively. The institutional name and e-mail address of each author are written in a text box which looks like a footnote in the first column of the first page. The font size is 10 points.

The main text is written in 11 points, and a section title is in boldface. If you refer other papers, you should describe them with serial numbers in brackets as [1], [2]. When your reference is an article in a major astronomical journal, you can use a standard abbreviation of the journal name like ApJ, AJ, A&A, MNRAS, and PASJ (see Reference [2]). The reference style is shown in this sample.

An in-text direct citation should be under “...” and in italic, followed by an (author, page). This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on References page.

3. Sections

The main text should have several sections. The first section should be “Introduction”. The last section should be “Conclusions” or “Summary” followed by “Reference”. The references are ordered in the serial number. All sections besides reference should be given serial numbers.

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4. Figures and Tables



Fig. 1. The 20-cm Telescope Dome in NAOJ Mitaka headquarters. All figures are printed in grayscale. The caption should be written in a text box in 11 points. At least one blank line is required between the figure caption and the main text.

4.1. Figures

All figures should include titles with serial numbers like Fig.1. The figures are printed in grayscale. A color image will be converted into grayscale as a usual photographic image. As shown in Fig. 1, the figure and the caption should be centered between the margins. All figures should reference “Image Credit” in their caption.

4.2. Tables

Keep tables as simple as possible, with single horizontal lines above and below column headings and a third horizontal line at the bottom of the table; do not use vertical rules for separating the columns or for table borders. The table caption appears at the top of the table.

Table 1. Number of Visitors

	FY 2012	FY 2013	FY 2014
Visitors'	17,111	18,552	19,754
Area			
Group	6,671	5,828	5,903
Tours			
Stargazing	4,725	4,740	5,161
Parties			
4D2U	3,664	4,671	3,524

Screenings

A simple expression using Microsoft Word functionality like x^2 is acceptable. For more complex equations, you can use the standard equation expression functionality supported by Microsoft Word. Of course, you can also write it as an embedded image.

5. Submission

The deadline for the submission is April 16, 2018, 23:59 UTC. Please submit your manuscript to lina.canas@nao.ac.jp (Cc. proceedings-cap2018@prcml.mtk.nao.ac.jp) both in a PDF and .doc (or .odt) file.

6. Summary

We will print your manuscript as it is, with very light editing. Please check carefully before submission. If you have any questions, please email: lina.canas@nao.ac.jp (Cc. proceedings-cap2018@prcml.mtk.nao.ac.jp).

References

- [1] Lastname, F.M., Two, A., & Three, A. 2015, “How to Write the Proceedings”, Proc. of the International Symposium on the NAOJ Museum, pp. 1 – 2.
- [2] Lastname, F.M., et al. 2015, “Title of the Paper”, ApJ 123, 456.