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# PAPER FORMAT FOR THE INTERNATIONAL SYMPOSIUM ON SOCIAL MANAGEMENTS SYSTEMS (14pt, align center )

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**ABSTRACT:** This paper gives you guidelines for preparing papers. The submit format should be Microsoft word file or PDF.

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**KEYWORDS:** management of disaster damage, information management (11pt, align left, less than 3 keywords)

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## 1. INTRODUCTION (11pt, bold, capital)

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Kochi University of Technology (KUT) aims to become a center for "Social Management Systems Science", a discipline which contributes to society by actively coping with social problems. We make effective use of the talented human resources, know-how and skills in construction management and administration management which have been uniquely accumulated at Kochi University of Technology. (11pt)

"Social Management Systems Science" is a new learning system which supports the creation, implementation and operation of management systems for society with the objective of realizing social structural reform and efficient management based on an engineering approach.

### 1.1 Objectives (11pt, bold)

Our main theme is to formulate new processes and rules for social systems (systems which run society) that incorporate efficient infrastructure management systems.

We are planning to establish the "Society for Social Management Systems" by the end of FY2004, publish an online journal of freely submitted papers, and hold international and domestic workshops and symposiums every year. Thus, we aim to widen the base of "Social Management Systems Science".

The Symposium strives to review disaster prevention systems for better effectiveness and efficiency. We will discuss how to do research and investigation on causes of disaster, how to design and operate software and hardware infrastructures, and how to build systems. Disaster prevention as a system is also going to be discussed from a management point of view.

## 2. METHODOLOGY

The paper to submit should be written in English. The main contents of submitted paper should be in two columns.

### 2.1 Submission format

The data format to submit should be Microsoft word file or PDF.

## 2.2 The number of page

The number of pages must be 6 to 12.

## 2.3 Fonts

The official font for the symposium is Times New Roman.

## 2.4 Figures and Tables

All figures must be shown clearly with its title and explanation. Table format is not strictly fixed, and table 1 shows an example.

Table1 the font size and type for each element

Element	Font size	Font type
Title	14	Bold, center
Authors and affiliation	11	Normal, right
Abstract	11	Normal, justify
Keywords	11	Normal, left
Chapter	11	Bold, capital, left
Subsection	11	Bold, left
Table and figure	11	Normal, left
Reference	11	Normal, left

## 2.5 Numbering

Chapters should be numbered “1, 2, 3...”, sections should be numbered “1.1, 1.2, 1.3...”, and items should be numbered “1.1.1, 1.1.2, 1.1.3...”. Acknowledgments, footnotes and bibliographies are not numbered.

## 2.6 Units

All submitted papers should adopt standard international (SI) notation. The gravitational system of units may also be included alongside the SI units.

## REFERENCES (11pt, bold, capital)

A detailed reference is necessary. The referred documents should be described in alphabet order. Numbering is not required. The titles of books and journal should be described in italic.

Diaz, H.F., 1997. Precipitation trends and water consumption in the southwestern United States, USGS Web Conference, URL: <http://geochange.er.usgs.gov/sw/changes/natural/diaz/>, U.S. Geological Survey, Reston, Virginia (last date accessed: 15 May 2002). (Website References)

Falkner, E., 1995. *Aerial Mapping: Methods and Applications*, Lewis Publishers, Boca Raton, Florida, 322 p. (book)

Meyer, M.P., 1982. Place of small-format aerial photography in resource surveys, *Journal of Forestry*, 80(1):15-17. (Journal Articles)

Y. Tanaka, K. Iwasada and M. Takagi, Broad Application of CALS for Sustainable Construction, *Proceedings of Civil and Environmental Engineering Conference*, Thailand, pp. V137 - 144, 1999 (Proceedings)