

Instructions on Preparing Manuscripts for Proceedings of LPM2011 The 12th International Symposium on Laser Precision Microfabrication

Tom HANDAI*¹, Jack JLPS*¹ and Sam RIKEN*²

*¹ Japan Laser Processing Society, LPM2011 Office, c/o Katayama Lab., Joining and Welding Research Institute, Osaka University, 11-1 Mihogaoka, Ibaraki, Osaka 567-0047, Japan

E-mail: lpm2011@jlps.gr.jp

*² Advanced Science Institute, RIKEN, 2-1 Hirosawa, Wako, Saitama 351-0198, Japan

The abstract should not exceed 200 words in length, and should be placed below affiliations. These pages provide you with an example of the layout and style for 100 % reproduction, with which we require you to adopt during the preparation of your paper.

Keywords: instruction, manuscript, proceedings, LPM2011, five to ten keywords

1. Format

This is an instructional guide for using the Microsoft Word Template to format your paper for inclusion in on-line Proceedings of LPM2011, the 12th International Symposium on Laser Precision Microfabrication. You will be required to use this template to format your paper and then convert it into a PDF file with press quality. Papers not using this required format will be returned for revision.

Text should be produced within the dimensions shown on these pages. Paper title, authors name, affiliations, abstract and keywords should be in one column. Body of paper should be in two columns.

Make use of the maximum stipulated length apart from the following two exceptions. (i) Do not begin a new section directly at the bottom of the page, but transfer the heading to the top of the next column. (ii) You may exceed the length of the text area by one line only in order to complete a section of text or a paragraph.

For any additional questions, please contact LPM2011 Secretariat at lpm2011@jlps.gr.jp

1.1 Length

The length of the full paper should be over 4 pages. Paper with shorter length such as less than 3 pages will be asked for revision. The document is set full justification. The paper size is "A4", width 210 mm, length 297 mm. Margins are Top 21 mm, Bottom 24 mm, and Right/Left 17 mm each. The space between the two columns is 2.13 letters.

1.2 Spacing

We normally recommend the use of 1.0 (single) line spacing. However, when typing complicated mathematical text it is important to increase the space between text lines in order to prevent sub- and super-script fonts overlapping one another and making your printed matter illegible. If you are using a desktop publishing program, please ensure that your 'auto adjust' for interline spacing is set suitably to prevent overlapping and without excessive space.

1.3 Fonts

Body of this paper has been produced using a 10 point Times New Roman. The paper title has been produced using a 16 point Times New Roman. Paper title and headings should be in Bold-face. *Affiliations are in Italic.* Please do not substitute other fonts. Times New Roman fonts are supplied with most computer systems.

2. Tables and illustrations

Tables and illustrations should be originals or sharp prints. They should be arranged throughout the text, preferably being included on the same page as they are first discussed. They should have a self-contained caption and be positioned at the center of a column or at the center of the text area which contains two columns if they are larger than the width of a column. Both sides of them should be kept blank. All illustrations should be clearly displayed by leaving at least a single line of spacing above and below them.

All notations and lettering should be no less than 2 mm high. The use of heavy black, bold lettering should be avoided, as this will look unpleasantly dark when printed.

Table and figure captions should be produced using a 9 point Times New Roman. Authors are required to submit all artwork, images, and figures that accompany the article in web format, either JPEG or GIF. File sizes should not exceed 3.5 MB. ZIP files are not accepted.

2.1 Tables

Horizontal lines should be placed above and below table headings, above the subheadings and at the end of the table above any notes. Vertical lines should be avoided.

Table 1 Sample of the type of table you could make

Material	$\lambda = 1064 \text{ nm}$	$\lambda = 266 \text{ nm}$
A	$1.28 \times 10^8 \text{ 1/m}$	$1.50 \times 10^8 \text{ 1/m}$
B	$8.39 \times 10^7 \text{ 1/m}$	$8.21 \times 10^7 \text{ 1/m}$
C	$4.52 \times 10^2 \text{ 1/m}$	$2.09 \times 10^8 \text{ 1/m}$

2.2 Artwork

You may include two different types of figures in your document; **Line-art** in the form of spot graphs, bar graphs, etc., or **photo-images** such as micrographs, photos, etc. These figures must be scanned at specific resolutions to look good in print. Instructions for scanning are as follows:

***Photo-images:** Must be scanned at 300 dpi (minimum).

***Line-art:** Must be scanned at 600 dpi (minimum).

Failure to scan at these resolutions will result in very poor quality output. It is your responsibility to ensure that figures are scanned at the correct resolution. Please note that images prepared for the web are usually set at 72 dpi, which is inadequate for printing purposes. Check that all type in graphs and figures is large enough to read and understand.

***Use of color:** Color graphics are preferred for the proceedings.

2.3 Figures

Figures should be placed as close to where they are referenced as possible. Figure captions should be in Times New Roman font and numbered consecutively with the title centered below the figure. Always insert your figure caption separately from your figure so that any resizing of your figure does not affect the figure caption. Photographic images must include a scale marker.

3. Equations

Equations should be placed flush-left with the text margin.

$$f_2(x_j) = \begin{cases} A(B/x_j^p - 1/x_j^q) \exp[1/(x_j - a)], & x_j < a \\ 0, & x_j \geq a \end{cases} \quad (1)$$

Make sure that they are numbered consecutively. Place the numbers in parentheses flush with the right-hand margin and level with the last line of the equation. However, simple expressions should be left in the text, written on one line, e.g., $R = a/(b + c)$.

4. Units and abbreviations

It is desirable that SI units are used. All abbreviations should be spelt out in full on first appearance, e.g., scanning tunneling microscope (STM).

5. Use of templates

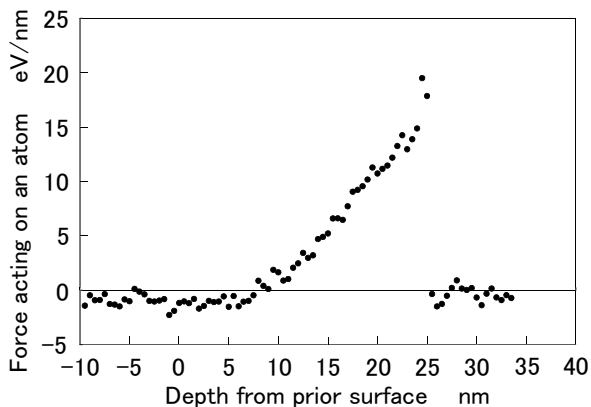


Fig. 1 Sample of the type of graph you could make.

We strongly suggest the use of this template. In case of not using this template, please follow the manuscript instructions correctly, including the congress name at the header and the page numbers at the footer.

6. Transfer of copyright

The copyright transfer form must be completed by the lead author and submitted with the manuscript. No paper shall be included in the proceedings unless the form is received. Manuscripts published in "Proceedings of LPM2011" must be accompanied with a Copyright Transfer Form. JLPS copyright does not preclude subsequent publication of material appearing in the conference proceedings; in fact, you retain ownership of the paper and are free to distribute it as you deem appropriate, or to publish in another venue.

The form should be faxed to LPM2011 Secretariat at +81-6-6879-8642.

7. Submission of the manuscript

Due date is June 7, 2011. For submission, e-mail to LPM2011 Secretariat at lpm2011@jlps.gr.jp

8. On-line Journal

The authors have a chance to publish their proceedings manuscripts in an online journal that will be titled Journal of Laser Micro/Nanoengineering. The manuscripts will be peer reviewed. Authors who wish to submit their manuscripts to this Journal should check the box in the Copyright Transfer Form. Then the submitted manuscript will be automatically passed to the review process. The authors can suggest possible reviewers. If the authors have possible reviewers, please attach the list of at least three names, with full information on postal and e-mail addresses, telephone number, and fax number, to the Copyright Transfer Form.

Acknowledgments and Appendixes

(1) Acknowledgments, dedications, and funding sources, if any, should be placed at the end of text before the references. No section numbers should be given.

(2) Appendixes follow the acknowledgments and precede the list of references. If there are two or more appendixes, they should be labeled Appendix A, Appendix B, etc.

References

- [1] T. Handai, J. Riken, J. W. North, F. Minami and S. Seisan: J. Appl. Phys., 74, (1993) 1119. (Journals)
- [2] T. Handai, J. Riken, G. C. East, M. Nishi, J. W. North, F. Minami and S. Seisan: "Laser Precision Microfabrication" ed. by J. D. Center and D. Senri, (Publisher, Tokyo, 1999) p.864. (Books)
- [3] T. Handai: "Laser Processing" ed. by Osaka Center (Publisher, Osaka, 2000) p.200. (Books)
- [4] I. Osaka and J. Riken: Frontiers of Laser Materials Processing, Suita Laser Processing Soc., 41, (1999) 248. (in Japanese)
- [5] I. Osaka and J. Riken: Zairyo Kakoh Soc., 50, (2007) 525. (in Japanese)
- [6] N. Kakoh and K. Saitama: Proc. 1st Int. Symp. on Laser Precision Microfabrication, Ohmiya, (2000) p.919. (Conference Proceedings)

[7] C. Sonic: U. S. Patent 3316647 (2001) (Patent)

References should be listed at the end of your paper. Do not begin them on a new page unless it is absolutely necessary. Above we have listed some references according

to the numeric sequential system [1-3]. In this system references are numbered in the order in which they are cited in the text.