

Cement Science and Concrete Technology

Manuscript writing guidelines (English manuscript)

JAPAN CEMENT ASSOCIATION

- Please use the template (Word) posted on our website when writing your paper.
- Please submit your manuscript in color (black and white is acceptable).
- The final layout of the published manuscript may differ from this Manuscript writing guideline due to typesetting. An author proof will be conducted prior to publication.

1. Format of the Manuscript

1.1. Language

Manuscripts must be written in English.

*For Japanese manuscript, please refer to the guidelines for writing Japanese manuscript.

1.2. Terminology

Text should be concise and terminology should be selected from JIS standards and dictionaries published by relevant academic societies.

1.3. Fonts

Use Times New Roman:

- Title: 14 pt
- Body text: 10.5 pt

1.4. Punctuation

Use half-width commas (,) and periods (.).

1.5. Alphanumeric Characters

Use half-width characters. Roman numerals and Greek letters should be in half-width Times New Roman.

[Example] a, B, α , β , γ , 1, 23, I, iv, I, III, XII

1.6. Units and Symbols

Use SI units with half-width characters. Insert a half-width space between the value and the unit.

[Example] #, %, (,), <, >, +, -, m, mm, mol, N, J, N/mm²

1.7. Chemical Formulas

Use half-width characters.

[Example] $3\text{CaO} \cdot \text{Al}_2\text{O}_3 \cdot 3\text{CaSO}_4 \cdot 32\text{H}_2\text{O}$

1.8. Page Numbers

Do not include page numbers in submitted manuscripts.

1.9. Printed Format

The manuscript must conform to the following layout requirements:

- Paper size: A4
- Layout: Two columns (Column spacing: approximately 8 mm)
- Margins: 15 mm on all sides
- Characters per line: 45-50
- Lines per column: 50
- Total length: 6 to 8 pages, including all sections specified in Section 1.10

1.10. Manuscript Structure

The manuscript must include the following sections:

- (1) Title (see Section 2)
- (2) Authors (up to four; see Section 3)
- (3) Affiliation, Department, and Address (see Section 4)
- (4) Abstract (100–200 words; see Section 5)
- (5) Keywords (up to eight; see Section 6)
- (6) Body Format (see Section 7)
- (7) Acknowledgments (if applicable; see Section 11)
- (8) References (see Section 12)

2. Title Format

The title should appear on the first line of page 1, written in all capital letters, using a 14 pt Times New Roman font, and centered.

3. Author Name Format

Leave two blank lines after the title, then enter the author information as follows:

- (1) Use half-width characters and center-align the text.
- (2) Write names using Hepburn romanization (refer to the attached “Hepburn Romanization” sheet).
- (3) Capitalize only the first letter of the given name and write the entire last name in uppercase letters.
- (4) Separate multiple authors with commas (","). Use “and” before the final author.
- (5) Add *1, *2, etc., after each author’s name to indicate their affiliation. Then list the corresponding institution, department, and address.

4. Affiliation and Address

Leave two blank lines after the author names. Then, enter the English translation of each author's affiliation, department, and address, corresponding to the number indicated next to their name. Follow the formatting guidelines below:

- (1) Use half-width characters and center-align the text.
- (2) Write the affiliation name in all capital letters using half-width characters. Capitalize the first letter of each word in the department and address.
- (3) Enclose the full address in half-width parentheses.

Line 1	DURABILITY OF ○○○ CONCRETE [14pt, ALL CAPITAL LETTERS]
Line 2	[Leave one blank line]
Line 3	[Leave one blank line]
Line 4	Yoshio TOMITA* ¹ , Kazumasa MORIHAMA* ² and Katsuro KOKUBU* ³
Line 5	[Leave one blank line]
Line 6	[Leave one blank line]
Line 7	*1 JAPAN CEMENT ASSOCIATION, R&D Laboratory (4-17-33, Toshima, Kita-ku, Tokyo 114-0003,
Line 8	Japan)
Line 9	*2 PUBLIC WORKS RESEARCH INSTITUTE, Ministry of Construction (1, Asahi, Tsukuba-shi,
Line 10	Ibaraki 305-0804, Japan)
Line 11	*3 TOKYO METROPOLITAN UNIVERSITY, Graduate School of Engineering (1-1, Minami-Osawa,
Line 12	Hachioji-shi, Tokyo 192-0364, Japan)

5. ABSTRACT

Leave two blank lines after the address section. Then, write **ABSTRACT:** left-aligned, followed by a single-paragraph abstract containing approximately 100 to 200 words.

6. KEY WORDS

Leave two blank lines after the abstract. Then, write **KEY WORDS:** left-aligned, followed by up to eight individual keywords.

7. Body Format

Write the main text in two columns, leaving two blank lines after the keywords. Follow the formatting instructions below:

- (1) Heading numbers should be written using half-width characters, as shown below:
 - 1. Section Title (Times New Roman Bold)
 - 1.1 Subsection Title (Times New Roman Bold)
 - (1) Paragraph Heading (Times New Roman; use half-width parentheses)
 - a) Sub-paragraph Heading (Times New Roman; use half-width parentheses)
- (2) When transitioning to a new chapter, begin on a new line and leave one blank line before the next heading.

9. Formula Format

When including a formula, please follow the instructions below.

- (1) Leave one blank line above and below the formula, and indent the formula by eight half-width spaces.
- (2) Place the formula number in full-width brackets [], aligned to the right, without any dotted leaders.
- (3) When referring to a formula in the text, cite it as “Formula [1]”.

□ : full-width space

Line 1	[Leave one blank line]
Line 2	□□□□ $Y = \sqrt{ax} + b$ [1]
Line 3	[Leave one blank line]
Line 4	□□□□Here, a : experimental constant
Line 5	□□□□ b : experimental constant
Line 6	[Leave one blank line]
Line 7	As shown in Formula [1], ○○○○○○

10. Citation of References

Write references at the end of the appropriate section in the text as follows:

- (1) Use half-width alphanumeric characters and enter the reference number in superscript single parentheses.
- (2) If there are two references, separate the reference numbers with a comma (.). If there are three or more consecutive reference numbers, use "~" and end with a single parenthesis (full-width).

Line 1	Based on the theoretical equations proposed by ○○○ et al. ^{1,2)} , ○○○○○○○○○○.
Line 2	As a result, the findings are consistent with those reported in the previous studies ²⁻⁸⁾ .

11. Acknowledgments

If you wish to include acknowledgments, please leave one blank line at the end of the main text, write "Acknowledgments:" in Times New Roman (Bold) and begin a new line.

	(the end of the main text)
Line 1	[Leave one blank line]
Line 2	Acknowledgments :
Line 3	○○○○○○○○○○

12. References

Start one blank line at the end of the main text or acknowledgments and proceed as follows:

- (1) Write "References: " in Times New Roman (Bold) left-justified and begin writing after a new line.
- (2) The references should be arranged in the following order: reference number, author name(s), paper title, journal (or book) title, volume, publisher (for books), page range (start to end), and publication year (enclosed in half-width parentheses).
- (3) For page numbers, use "p.○○" for single pages, and "pp. ○○-○○" for multiple pages.
- (4) For literature written in languages other than Japanese, write the initial of the first name followed by the last name. Separate multiple authors with commas. If there are more than three authors, list only the first author followed by "et al."

(the end of the main text or acknowledgments)

Line 1	[Leave one blank line]
Line 2	References :
Line 3	1) C.Wang et al. : Rev. 26th Gen. Mtg. Cem. Assoc.,
Line 4	Japan, p.76 (1972)
Line 5	2) ○○○○○○○○○○○○: ○○○○○○○○○○○○,
Line 6	Japan, pp.100-110 (2024)

13. Contact Information

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