How to create and submit a paper by using the new paper submission system

1. How to submit your paper

(1) Register your Basic Information

Title, Abstract, Keywords, Affiliations, Authors that are registered in the Basic Information will be automatically taken into the paper. If you submit the paper, these information will be locked and you will not be able to revise it. Please complete the necessary corrections before clicking the "Submit" button.

* The program committee may lock in advance to create a program.

* For those whose abstracts have been shown in the PROMAC's HP, the basic information registration has been completed.
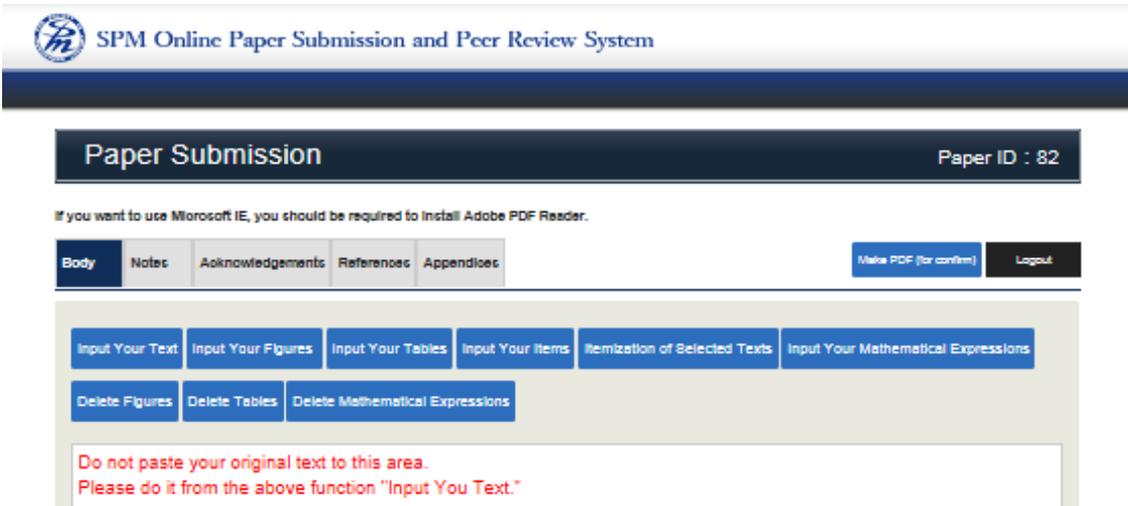
(2) Create your paper manuscript by inserting   text, figures, tables and so on.

(3) PDF will be generated after clicking "Make PDF(for confirm)" button.

(4) Confirm if PDF file is correctly generated, click "Submit My Paper(for review)" button.

* After clicking "Submit My Paper(for review)" button, you cannot revise your manuscript.

2. How to create your paper

(1)Register A "Body", B "Notes", C "Acknowledgements", D "References" and E "Appendices by clicking each button.

* Please do not input items directly in the center window which has been already displayed.

* The order of registration does not matter.

* " A "Body" and D "References" are mandatory.

(2)Make PDF file by clicking "Make PDF(for confirm)" button, and check the contents of the

PDF file.

(3)After you checked, submit your paper by clicking "Submit My Paper(for review)" button.

       <u>* Full paper will be generated in single column layout. Its number of pages will increase, but it is not a problem.</u>

  3. Registering "Body"

[Important] In this new system, posting history is not saved (but can be viewed until the end of the tournament). Please save the data by yourself.

A **[Required]** **How to make "Body" of your paper**

(1) Input only main body of your paper. Do not include "Basic information" (Title, Author and Affiliation, Abstract, Keywords), "References", optional "Notes" (all notes must be written all together at the end of the paper), "Acknowledgement" and "Appendix".

Click "Input Your Text" button, then copy and paste the main body of your paper to the window and click "Conversion" button.

[Important] Latex source will be displayed, then perform additional procedure below as needed.

(i) Adding figures and tables.

"Input Your Figures" button
"Input Your Table" button
➔ Choose the file -> Input Figure/Table name
➔ Input the size ("Default" is unspecified)
➔ Click "Upload and Insert" button

[Important] Prepare Figures and Tables as JPEG/JPG, PNG, BMP, PDF or EPS files.
Do not input a Figure/Table number in the Figure/Table Name, because it will be added automatically.

(ii) Adjusting itemization

You can use two features: "Input Your Items" or "Itemization of Selected Texts".

"Input Your Items"

Move the cursor to the section where you want to insert your items, and click the

mouse button.

Then the "Heading Symbol" and "Text" input form will be displayed.

You can add Heading Symbols to Items.

Click "Insert" button, and the items will be put into the body.

"Itemization of Selected Texts"

This is a simplified version of "Input Your Items".

If you **select all the Items** in your original manuscript (Word, etc.) and click the "Itemization of Selected Texts" button, the format changes to the hanging indent.

(iii) Inserting Mathematical Expressions

a   Click in advance the part where you want to insert the formula.

b   Click "Handwriting Input Assistance" button.

c   A separate window for external links will appear. Click "LaTex" in the upper right (it will turn blue).

d   Enter the Mathematical Expressions manually (or with mouse).

e   The LaTex code is automatically generated in the upper right box, then copy and paste the code into "Input Mathematical Expressions"

f   Choose one among "Inline", "Independent(centering)" used in the case of single formula, or "Independent(align equal sign)" used in the case of displaying multiple formulas with the positions of their equal symbols aligned. When you choose "Independent(align equal sign)", enter multiple formulas with line feeds.

g   Click "Insert" button.

[Important] Revising the expression of superscript, subscript, power

Formatting by MS-word such as "Superscript", "Subscript", "Power" and so on will be cancelled when converted. You may use "Input Mathematical Expressions" again or revise them as follows.

```
" Superscript" " Power"    x²  →  $x^{2}$
 "Subscript"              y₃  →  $y_{3}$


Enclose them with $ marks as above.
_  is a one-byte underbar.
```

D [Required] How to make References
    (1) Click "References" button.
    (2) Click "DL and fill out the Template" button.
    (3) An Excel file named "References⋯xlsm" with macro will be downloaded, and open it.
    (4) Click "Enable Editing" in Excel.
    (5) Click "Enable Contents" in Excel.
    (6) There are excel sheets named "Articles", "Books", "Standards", and "Webs". Input information of References as specified in each excel sheet.
    (7) After input in each sheet is completed, select the "Result" sheet and press the orange "Forming" button.
    (8) References data will be generated. Copy and paste the entire cell into the "References" box of the submission system.

Notes on inputting to each sheet of the excel with macro
    (1) [Important] Do not move or delete cells, rows, or columns on each sheet. If you do so, the operation will stop.
    (2)[Important] Save the data with the Excel save function.
    (3)[Important] The cell in each sheet may be hidden. Move the cursor to check whether hidden cells exist.
    (4) If "Add "et al."" column in each sheet is set to "Yes", "et al." is inserted.
        If you use "et al.", you can register only the first author although it is not a good manner (let's put 3 people at least).
        * In the APA method, for up to 7 people, . . . is used instead of not et al., however, that format is slightly modified in this submission system.
    (5) When the same author publishes multiple articles in the same year, use "Multiple Works "a""b""c"" cell in each sheet.
        For example, if Mr. Suzuki is writing two papers and one book in 2019, all the citations in the body text will be shown as "Suzuki (2019)" and will be indistinguishable. Therefore, differentiate them by adding a small alphabet like "Suzuki (2019a)", "Suzuki (2019b)", and "Suzuki (2019c)". In this cell, enter the

alphabet characters for identification in sequence starting with the letter a, as necessary.

(6)Use "Note" column, if necessary. Each reference is displayed with parentheses at the end.

For example, input information such as publishing schedule and having submitted already like "to be appear in IJPM" and "submit to IJPM".

(7) "Volume" and "Number" of books or other kinds of writings are displayed as 39 (4). If it is the 4th volume of No. 39 for example. Some magazines have only a volume number, then, enter only the volume numbers in the "Volume". In this case, the "No." brackets are not displayed.

(8) If "Pages (published pages)" is only one page, leave "End" field blank.

For example, in the case of pages 123 to 154, they will be displayed connected with a hyphen, such as 123-154, but if "End" is left blank, the hyphen and latter page numbers will not be displayed.