Updated: 01/11/2008

### **Abstract Submission Guidelines**

### **IMPORTANT!**

Submissions imply the intent of at least one author to register, attend the symposium, present the paper (either orally or in poster format), and submit a full-length manuscript for publication in the conference Proceedings.

Please note! When submitting your abstract you must provide contact information for all authors, summarize your paper, and identify the contact author who will receive correspondence about the submission and who must submit the manuscript and all revisions. Please recognize this information before you begin the submission process.

### Your abstract submission must include all of the following:

- 1. PAPER TITLE
- **2. AUTHORS** (principal author first) *For each author:* First (given) name (initials not acceptable), Last (family) name, Affiliation (Country), and Email address. For the corresponding author; Mailing address, Telephone and Facsimile number,
- 3. ABSTRACT TEXT Approximately 250 words.

Accepted abstracts for this conference will be available to attendees. Please submit only 200-300 words abstracts that are suitable for publication.

- 4. **KEYWORDS** Maximum of five keywords.
- 5. PRESENTATION PREFERENCE "Oral Presentation" or "Poster Presentation."
- **6. ORAL / POSTER PRESENTATION SESSION PREFERENCE** One or two items of Major Topics of ACCM-6 (http://compo.jsms.jp/accm6/topics.html)
- **7. FILE NAME** The file name shall be initiated by your family name and first initial followed by '-a.doc' or '-a.pdf' in lower case.

# **Conditions of Acceptance**

- Authors are expected to secure funding for registration fees, travel, and accommodations, independent of ACCM-6 Organizing Committee, through their sponsoring organizations before submitting abstracts.
- Only original material should be submitted.
- Commercial papers, papers with no novelty on research/development content, and papers
  where supporting data or a technical description cannot be given will not be accepted for
  presentation in this conference.
- Abstracts should contain detail to clearly convey the approach and the results of the research.

- Government and company clearance to present and publish should be final at the time of submittal. Authors are required to warrant to ACCM-6 Organizing Committee in advance of publication of the Proceedings that all necessary permissions and clearances have been obtained, and that submitting authors are authorized to transfer copyright of the paper to ACCM-6.
- Every participant except invited speaker will allow to present his/her paper only once in ACCM-6, whether oral or poster presentation.

### Review, Notification, Program Placement

- To ensure a high-quality conference, all abstracts and Proceedings manuscripts will be reviewed by the Conference Chairs/Editors for technical merit and suitability of content. Conference Chairs/Editors may require manuscript revision before approving publication, and reserve the right to reject for presentation or publication any paper that does not meet content or abstract expectations. ACCM-6's decision on whether to accept a presentation or publish a manuscript is final.
- Applicants will be notified of abstract acceptance by e-mail no later than 31 March 2008.
- Final placement in an oral or poster session is subject to the Chairs' discretion. Instructions for oral and poster presentations will be informed to corresponding author by e-mail. All oral and poster presentations require presentation at the conference and submission of a manuscript to be included in the Proceedings of ACCM-6.

## **Proceedings of ACCM-6**

- The conference Proceedings of ACCM-6 will be published in full-manuscript Chairs/Editor-reviewed volumes.
- Correctly formatted, ready-to-print manuscripts submitted in English are required for all
  accepted oral and poster presentations. Electronic submissions are recommended, and
  result in higher quality reproduction. Authors are required to transfer copyright of the
  manuscript to ACCM-6.
- Late manuscripts may not be published in the conference Proceedings. The objective of this policy is to better serve the conference participants as well as the technical community at large, by enabling timely publication of the Proceedings.
- Papers without complete registration of author will not be published in the conference Proceedings, except in the case of exceptional circumstances at the discretion of the Conference Chairs/Editors.