Introduction

**Topic Title**

First Name Last Name1, First Name Last Name1, First Name Last Name2

1 Affiliation, E-mail Address

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Abstract

The abstract should contain no more than 600 words. It should indicate the techniques used and summarize the most important results. Please ask a copyeditor to review and revise the contents before submitting your file for layout editing. This document shows the desired format and appearance of a manuscript prepared for the Proceedings of the International Design Study Forum and Conference 2025, in Taiwan. It is adapted from spie.dot (Version 2.8), which is a template for Microsoft Word. It contains general formatting instructions and hints about how to use it. Authors of papers to proceedings have to type these in a form suitable for direct photographic reproduction by the publisher. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. The publisher will reduce the camera-ready copy to 75% and print it in black only. For the convenience of the authors template files for MS Word 6.0 (and higher) are provided.

Keywords:

*Research Format, Microsoft word. (no more than 5 Key words)*

Follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords, Main text (Introduction, Method, Results and Discussions, and then Conclusion), Acknowledgment, Appendix, References.

Apart from the above example, a different structure of manuscript may be accepted if it is the most suitable and effective style for the contents of the manuscript. Length of full paper Length of a full paper is limited within 6 pages, and should not be less than 3 pages.

Text

Page margins and font

The margins of the top, bottom, left and right are 20, 25, 17 and 15mm, respectively, and the column interval will be to be 8mm. All letters should be written with Times Roman or Times New Roman font 10 points size and 15 points line spacing (Normal; text tag). Use roman type except for the headings (Heading tags), parameters in mathematics (not for log, sin, cos, ln, max., d (in dx), etc), Latin names of species and genera in botany and zoology and the titles of journals and books which should all be in italics. Never use bold, except to denote vectors in mathematics. Never underline any text. Use the small font (10 points on 11 points line space) for tables (Table tags), figure captions (Figure caption tag) and the references (Reference text tag). Never use letter spacing and never use more than one space after each other.

Title and Author Information

The title should be written with a capital letter, 18 points size, bold, in single column and align to the left. The rules for capitalizing the title are the same as for sentences; only the first word, proper nouns, and acronyms should be capitalized. Avoid using acronyms in the title, unless they are widely understood. Consider the possibility that people outside your area of expertise might read your article. Subtitle, if necessary, should be written with normal letters, 12 points size, and should be aligned to the left.

The list of authors immediately follows the title after a blank space. The font is 12 points, normal and aligned to the left of each line. The authors’ affiliations and Country follow the author list after another blank line, in 9 points, italicized and aligned to the left. Do not use acronyms in affiliations and addresses.

Copying old text onto new file

Open your old file and the new file. Switch between these two with the Window menu. Select all text of the old file (excluding title, authors, affiliations and abstract) and paste onto the bottom of the new file, after having deleted the word INTRODUCTION. Check the margin setting (Page Setup dialog box in the File menu) and column settings (see Table 1 correct settings). After this copy the texts which have to be placed in the frames.

In order to avoid disruption of the text and frames, copy these texts para-graph by paragraph without including the first word (which includes the old tag). It is best to first re-type the first words manually and then to paste the correct text behind. When the new file contains all the text, the old tags in the text should be replaced by the new Balkema tags. Before will this apply automatically formatting (AutoFormat in Format menu).

**Table 1. Fonts sizes to be used for various types of text**

|  |  |
| --- | --- |
| **Type** | **Size** |
| Article title | 18 pt., bold, centered |
| Author names | 12 pt., normal, centered |
| Affiliations ,City, Country | 9 pt., Italics, centered |
| Section heading | 10 pt., bold,, left justified (all caps) |
| Subsection heading  | 10pt., Italics, left justified |
| Sub-subsection heading | 10 pt., Italics, left justified |
| Normal text | 10 pt., normal |
| Figure and table caption | 9 pt., bold |

Layout of Text

Listing and numbering

When listing facts use either the style tag List signs or the style tag List numbers.

Tables

Tables should be numbered consecutively and given a suitable caption and should be adequately included within the text. Tables should keep within the margins. Large tables should be avoided. If there is a large volume of data to be presented, an attempt should be made to divide these over two or more tables. Each table should have a brief and self-explanatory title with bold letters which are 9 point size. Column headings should be brief, but sufficiently explanatory. Vertical lines should not be used to separate columns.

Figure captions

Photographs, charts and diagrams are all to be referred to as “Figure(s)” and should be numbered consecutively in the order to which they are referred. All figures are to have a caption with bold letters which are 9 points size (Figure 1). They should accompany the manuscript, and should be adequately included within the text. They should keep the above-mentioned margins. Authors will be additionally charged at current printing costs for color illustrations.

**Figure 1. 2025 IDSCF**

Conclusions

Conclusions should state concisely the most important propositions of the paper as well as the author’s views of the practical implications on the results.

Notes

These should be avoided. Insert the information in the text. In the tables the following reference marks should be used: \*, \*\*, etc. and the actual footnotes set directly underneath the table.

Preferences, Symbols and Units

Consistency of style is very important. Note the spacing, punctuation and caps in all the examples below.

Submission of Material to the Editor

The camera-ready copy PDF file of the complete paper should be sent to the editor, together with the MsWord. All figures should be included as high resolution file in the PDF and word file (see artwork document).

Deadline

The above material should be with the editor before the deadline for submission. Any material received too late will not be published.

List of references

References should be cited in the text by number within square brackets and listed at the end of the paper in the order in which they appear in the text. All references must be complete and accurate. References should be listed in the following style: Journal articles [1-4], Books [5], Conference papers [6, 7], Website [8], Reference of other languages [9], DOI description [10].

**Acknowledgments**

Acknowledgment is described just before Reference.

**References**

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