



GUIDELINES FOR FULL PAPER

Each manuscript should include the following:

- (1) **Title page**, containing the title of the paper, the name of the author and the institution where the work is carried out. The title should be concise and informative with keywords. The name of its author should include first name, middle initial, and surname. The corresponding author's full mailing address, plus phone and fax numbers and email address should be given as a footnote. The author to whom correspondence should be addressed should be indicated with an asterisk.
- (2) **Abstract**, which should comprise a factual account of the content of the paper with emphasis on what is new and/or original in the paper. It must be a concise (up to 200 words) summary of the whole paper.
- (3) **Key words**, which should be not more than six.
- (4) **Introduction**, which should mention in a concise manner previously published works and start clearly what is new in the paper now submitted.
- (5) **Methods**, which should describe the methods and materials used with sufficient detail to enable any reasonably experienced workers to carry out the procedure. Description of well-known techniques and equipment is not necessary. In writing, complete sentences should be used, and consistency in voice and tense should be observed.
- (6) **Results and Discussion**, which should be complete and relevant but concise. Verbose exposition of ideas should be avoided, and unsupported elaboration of hypothesis should not be included.
- (7) **Conclusion**, which should summarize contents of the research paper.
- (8) **Acknowledgement**, which should include credits for financial support, technical assistance and sources of special materials. Professional titles and wordy sentences should be avoided.
- (9) **References**, which are listed at the end of the manuscript. The references are numbered consecutively in the text where they are indicated by an Arabic numeral enclosed in square brackets. The following format should be used in the listing:
 - [1] Yukio Yanagisawa, Hiroshi Yoshino, Satoshi Ishikawa, Mikio Miyata, "Chemical Sensitivity and Sick-Building Syndrome", CRC Press, 2017.
 - [2] Huibo Zhang, Hiroshi Yoshino, Atsushi Iwamae, Kenichi Hasegawa, "Investigating simultaneous transport of heat and moisture in hygroscopic materials by a semi-conjugate CFD-coupled approach", Building and Environment, 2010, vol. 90, pp.125-135.
- (10) **Tables**, which should be presented nearest the text where they are cited and provided with appropriate captions and numbered consecutively.
- (11) **Figures**, which should be used as sparingly as possible. These are presented nearest the text where they are cited and provided with appropriate captions and numbered consecutively. The captions should be as brief as possible.

Manuscript should be written by MS-WORD. MS-WORD Template file for a full paper is available from following URL address;

URL address

<http://www.maas.edu.mm/sca19/>



Author's Submission Guidelines

Authors are requested to follow the author's guidelines given below.:

- (1) The research article must be plagiarism-free and original.
- (2) The research article sent for publication should have been un-published. It should not have been published elsewhere, nor be under review for any other journal.
- (3) Full papers to be submitted to the 19th SCA will not be peer-reviewed whereas abstracts will be. Therefore, you can submit your full paper to be presented at the 19th SCA to other academic journals for publication after making some revisions.
- (4) SCA Secretariat will publish the proceedings that includes all papers to be presented at the 19th SCA. For this purpose, we would like to ask you to make your signature with your full name on "Letter of content" (Appendix-III) (available from the following URL address: <http://www.maas.edu.mm/sca19/>), which admits to allow us to include your paper in the proceedings. We appreciate your understanding and cooperation.
- (5) If a submitted research paper or research note infringes on the copyright or other rights of a third party, the author shall bear sole responsibility.
- (6) Your full paper should be not more than 6-8 pages, including an abstract of up to 200 words.
- (7) All images, figures, and tables of your full paper must be embedded into the original manuscript (not given as separate files).
- (8) Every reference cited in the text should also be included in the reference list (and vice versa). For web references, the complete URL should be provided, together with the date when the source was accessed.



GUIDELINES FOR ORAL PRESENTATIONS

(1) Presentation time allotment

Each presenter will be allotted fifteen (15) minutes: twelve (12) minutes for the presentation and three (3) minutes will be allowed for Q&A and discussion of the paper with the audience.

A signal will be given to indicate that three (3) minutes are left for the presentation, and the presenter should start winding up his talk.

Please be in your assigned room at least five minutes before the session starts and introduce yourself to the Session Moderator. The time and room will be informed you in due course.

(2) Audio visual methods

Laptops and LCD projectors will be provided at all of session rooms.

(3) Format

All presentations must be in MS PowerPoint presentation format, preferably Version 2013. Please bring a back-up file of your presentation.

Kindly submit a PowerPoint electronic file of your presentation to the Secretariat by **November 12, 2019**, utilizing the main author's full name (first and last names in CAPITAL letters with a number of your theme where you will make your presentation) as its file name

(e.g. 01_PHONE-NAING (Number of your theme _GIVEN NAME_SIRNAME)).

(4) Author's Information Sheet

Please accomplish the Presenting Author Information Sheet (Appendix-I) and email it not later than **15th October 2019** to SCA19 Secretariat <sca19@maas.edu.mm>.

* Please be sure that fill in the name of presenter on the field "Name of presenting author" of "PRESENTING AUTHOR INFORMATION SHEET" (Appendix-I).

For further information, please contact the SCA19 secretariat at.

sca19@maas.edu.mm



GUIDELINES FOR POSTER PRESENTATIONS

Session X

1. **The Poster.** It is a visual display and should be self-explanatory. Your audience should be able to see, read your material and understand it from a distance of two to three meters.
2. **Poster Size.** Poster should be in A0 paper (841 mm wide x 1189 mm long) printed preferably in vinyl material (Tarpaulin printing) installed with tarp grommets or 4 eyelets on the four corners of the poster for attachment to the poster panel.
3. **Title Banner.** The title banner should show the following:

Title – the letterings should have a height from 15mm (minimum) to 20mm (maximum). The title should not occupy an excessive amount of space.

Names of All Authors –The letterings should have a height of 10mm. The name of the presenting author is in Bold face and underlined.

Affiliations of All Authors – Include the complete address. It should have the same size as the Names of Authors. (if the address of any of the authors is different, write also his/her address.)
4. **Font Size.** Lettering for the text should be at least 15 mm high and for the illustrations at least 10 mm high.
5. **Contents.** It is recommended that each poster should contain sections devoted to Introduction and Objectives, Methodology, Results, Discussions, Conclusion(s) and Acknowledgement(s). To increase effectiveness, keep text to the minimum; be clear and concise. Results should be presented as graphs, charts, or 3-5 telegraphic sentences in large fonts. Many viewers read these first.
6. **Set-up Time.** The organizer will inform of the place on which poster is put and time for set-up as soon as they are fixed.
7. **Take-Down Time.** The organizer will inform of time for take-down as soon as it is fixed.
8. **Presentation.** Two-minute presentation at Parallel Sessions is requested. The starting time and the venue for presentation will be informed in due course.
9. **Presentation Format.** All presentation materials at Parallel Sessions should be prepared in MS Power Point. The slides include title, names of authors, affiliations, and a summary of your research. Laptops and LCD projectors will be provided. Kindly submit the PowerPoint presentation electronic file to the Secretariat by **12th November 2019**, utilizing the main author's full name (first and last names in CAPITAL letters with number of your theme where you will make your presentation) as its file name (e.g. 01_PHONE_NAING (Number of your theme _GIVEN NAME_SIRNAME)).
10. **Author's Information Sheet.** Please accomplish the Presenting Author Information Sheet (Appendix-I) and email it not later than **15th October 2019** to SCA19 Secretariat <sca19@maas.edu.mm>.

* Please be sure that fill in the name of presenter on the field "Name of presenting author" of "PRESENTING AUTHOR INFORMATION SHEET" (Appendix-I).

For further information, please contact the 19SCA secretariat at. sca19@maas.edu.mm



Appendix-I

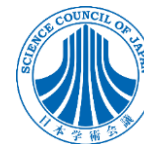
PRESENTING AUTHOR INFORMATION SHEET

Name of presenting author:	
Academic rank or Position:	
Name of Institution & address:	
Complete mailing Address:	
Email address:	

Highest Degree / Name of Institution & address:	
Current research interests:	

Special dietary needs:	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Beef free <input type="checkbox"/> Pork free <input type="checkbox"/> Other:
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* Please be sure that participation is limited to a presenter.



Appendix-II

(sample format of paper)

Paper Title

Subtitle as needed

Author one^{1*}, Author two², ..., Author nⁿ

^{1*}*Author one affiliation, e-mail address*

²*Author two affiliation, e-mail address*

.....

ⁿ*Author n affiliation, email address*

Abstract

Please insert your abstract text here as a single paragraph. It must be a concise (up to 200 words) summary of the whole paper.

Keywords: Keyword 1, Keyword 2, Keyword 3, [Maximum of six words]

1. Introduction (12P't, Times New Roman)

Please insert your Introduction text here. Text alignment is formatted as justified. (10.5P't, Times New Roman)

2. Methods

Please insert your Methods text here. Text alignment is formatted as justified. Figures, like Figure 1, should have a self-explanatory caption placed under the figure and should be referenced in the main text like in this sentence.



Figure 1. Example of figure. (9P't, Italic)

* Corresponding Author: full name, mailing address, plus phone and fax numbers



Appendix-II

3. Results and Discussion

Please insert your Results and Discussion text here. Text alignment is formatted as justified. Tables, like Table 1, should have a self-explanatory caption placed above the table and should be referenced in the main text like in this sentence.

Table 1. Example of table. (9P't, Italic)

4. Conclusions

Please insert your Conclusions text here. Provide the main conclusions and implications of the study.

Acknowledgement

Please insert your Acknowledgement text here. It should include credits for financial support, technical assistance and sources of special materials.

References

The references are numbered consecutively in the text where they are indicated by an Arabic numeral enclosed in square brackets.

Examples:

[1] Yukio Yanagisawa, Hiroshi Yoshino, Satoshi Ishikawa, Mikio Miyata, “Chemical Sensitibility and Sick-Building Syndrome”, CRC Press, 2017.

[2] Huibo Zhang, Hiroshi Yoshino, Atsushi Iwamae, Kenichi Hasegawa, “Investigating simultaneous transport of heat and moisture in hygroscopic materials by a semi-conjugate CFD-coupled approach”, Building and Environment, 2010, vol. 90, pp. 125-135.

More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.



Appendix-III

Letter of consent

I hereby agree my picture, abstract, full paper CV and presentation, on the occasion of “The 18th Science Council of Asia Conference” held by Science Council of Asia and Science Council of Japan, to be printed as abstracts & full papers book and a report booklet and posted on website of Science Council of Asia and Science Council of Japan for publicity purpose. Utilization for any other purposes or utilization by parties not related to Science Council of Asia and Science Council of Japan, will be a matter of consultation.

Name :

Affiliation :

Signature _____



Appendix-IV

Necessary Information for Visa Application

Please fill out the form below and return it to <sca19@maas.edu.mm> with copies of your passport bio page and the flight itinerary for your travel. We will create the necessary documents for your visa application to enter Myanmar and mail them to you at the soonest possible time.

Name (as per as passport)	Surname	
	Middle name (if any)	
	Given name	
Home address		
Tel		
Date of birth (D/M/Y)		
Nationality		
Gender		
Date of arrival (D/M/Y)		
Date of departure (D/M/Y)		
Passport number		
Profession or Occupation		
Embassy / Consulate to which apply for visa		
Name of Accommodation		
Address of Accommodation		