

**The 58th Annual Conference of JSSE**  
**Proceedings Manuscript Writing Guidelines**  
**for Oral and Poster presentations (include Organized session)**

**N o t e s :** We recommend that you create your manuscript in Microsoft Word using the template provided by JSSE. After creating your manuscript, please convert it to PDF format for submission. If conversion is difficult, you may submit your manuscript in MS Word format. However, in order to maintain the accuracy of your manuscript, please convert it to PDF format as much as possible.

The number of manuscripts is 2 or 4. Organized sessions are limited to 6 pages. Please make it an even number.

Manuscripts should be in black and white or grayscale.

Do not change the paper size, margins, fonts, etc. in the template format.

If you use an application other than Microsoft Word, please prepare the document according to the following specifications.

- A4, top 22mm, bottom 15mm, left and right 15mm margins
- 1 line: approx. 96 characters in half-width  
1 page: approx. 40 lines, 1 paragraph block
- For the title of the lecture, indent 20 single-byte characters per line, and indent 40 single-byte characters for affiliation and name.
- Font is Times New Roman, 10.5 point font size for text, 12 point font size for title section only.

**Manuscripts:** The title, subtitle, presenter, etc. should be the same as when you registered your presentation.

Please list the presenter(s) for each title and affiliation. Please circle the name of the speaker.

Please enter 3-5 keywords.

Enter the speaker's name in the header section of the Word document.

Page numbers will be assigned when the booklet is produced.

**F i g u r e s & t a b l e s :** Figures and tables should be prepared with clear black lines and black type.

Please paste figures and tables directly into the manuscript (do not put them in a separate file).

We do not give special consideration to photographs.

**S u b m i s s i o n :** Deadline: Must arrive no later than October 15, 2025 (Wednesday)

As a rule, manuscripts should be submitted in PDF format via the dedicated manuscript submission page below.

[https://www.jsse.or.jp/Events/jsse\\_annualmeeting58/application/form\\_ab02f3t4cvmg](https://www.jsse.or.jp/Events/jsse_annualmeeting58/application/form_ab02f3t4cvmg)

Please name your manuscript file as follows

**Presenter's name (alphabetical)\_(one-byte underscore)Date of submission (yyyymmdd)**

**Ex.1) For new submission: TaroAnzen\_20250925.pdf**

**Ex.2) Change of content: TaroAnzen\_20251011rev.pdf**

Please check the content and format carefully before submission. When replacing the manuscript after submission, please add “rev” to the end of the file name (See Ex.2).

**Please note that no changes or submissions will be accepted after the deadline.**

**C o n t a c t :** The 58th Annual Conference of Japan Society for Safety Engineering (JSSE), Secretariat  
E-mail: [jsse-2004@nifty.com](mailto:jsse-2004@nifty.com)