**Template for Preparation of Papers (Title)**

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**1. Introduction**

**1.1 Manuscript**

　Please follow these instructions to prepare your manuscript for submission to “*the Tsukuba Medical Engineering Collaboration Forum 2025.”* Format your manuscript to fit within one A4 page.

**1.2 Margin**

　Please ensure that a 20 mm margin is maintained at the top and bottom, and a 15 mm margin is maintained on both sides.

**2. Font**

　The font should be Times New Roman, with 14 pt for the title, 12 pt for the authors, and 10.5 pt for the affiliations. There should be one 12 pt line between the title, authors, affiliations, and body of the text.

**3. Text**

　The text should be divided into two columns, with a margin of approximately 10 mm in the center. The number of characters and lines should be 26 characters and 59 lines per column.

**4. Figures & Tables**

　The figures (including photographs) and tables should be numbered in ascending order i.e. Fig. 1. Table 1. Figure titles and captions should be written in English (including the text within the figures and tables).

**5. References**

　When citing a reference in the text, please append the reference number in superscripted parentheses immediately after the text. For example, the citation (1).

■For journal articles

(Literature No.) Author1, Author2, Author3, et al. Title, *Journal*, Vol. xx, No. xx, pp. xx–xx (yyyy).

(example) T Higashi, J Chuo, S Nishi, Template for preparation of papers, *Journal of AIST*, Vol. 1, No. 2, pp. 10–15 (2025).

■In the case of a book

(Literature No.) Author1, Author2, Author3, et al. *Title (Book style)*, Location: Publishing company, yyyy, pp. xx–xx.

(example) T Higashi, *Template for preparation of papers (Book style)*, New Haven, CT: AIST Press, 2025, pp. 20–25.

**6. Proposed method**

　Please convert the manuscript to PDF and use the file name format as follows: "Presentation Manuscript – Your name".

(Example: Presentation Manuscript - Taro HIGASHI )

Please send the PDF file as an e-mail attachment to the Tsukuba Medical-Engineering Collaboration Forum 2025 Secretariat (M-TBME2025-ml@aist.go.jp), The file size is 5 MB or less.

Before sending the manuscript, please ensure that fonts are embedded in the PDF to avoid issues such as garbled characters when the file is opened on another PC.

**7. Manuscript Submission Deadline**

　November 25, 2024.