

# *Author Guide*

*The Technical Association of Refractories, Japan*

*Dear Authors,*

*This guide applies to all presentations in the Technical Sessions of UNITECR 2027. Presenters are kindly requested to read this guide carefully, prepare and submit their contributions (papers and posters) in accordance with the instructions, and get ready for their presentations.*

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## **0. Creation of Your Account**

Anyone who applies for the technical sessions (oral presentations and/or posters) at UNITECR 2027 is required to create his/her own account on the website. Through this account page, attendees can manage their personal information, such as name, affiliation,

registration, and payment details. Authors will also submit their abstracts and/or papers through this account page.

To ensure the proper management of UNITECR 2027, we are using Confit, an academic conference support service provided by Atlas Co., Ltd. Accordingly, your account page will be created within the Confit system. All activities related to your account page should be performed using a PC browser. Portable devices such as smartphones are not supported.

All personal information registered in your account is stored securely and used solely for the administration of UNITECR 2027.

Account Page URL:

<https://unitecr.confite.atlas.jp/presenter/contents>

## **1. Submission and Presentation Policies**

### **1.1. Requirements for Contributions**

Contributions (papers and posters) must contain valuable technical and/or academic content related to refractory materials, should not be overly commercial, and must be written in English.

### **1.2. Copyright**

The copyright of papers published in the Proceedings belongs to the Technical Association of Refractories Japan (TARJ) and is regarded as transferred at the time the final manuscript is submitted.

When citing figures or data from papers published in the Proceedings in other manuscripts, citations must be provided properly and clearly. In addition, except for figures or data created by the authors themselves, cited figures or data must not be altered. Under these

conditions, permission from TARJ for citation is not required.

The copyright of posters belongs to the authors. Permission from the authors is required to cite the content of posters.

### 1.3. *Author's Responsibility*

The author must ensure that the Contributions meet the requirements, are written in clear and appropriate English, and comply with the *Paper Formatting Instructions* described in Section 5. Additionally, obtaining any necessary permissions is the responsibility of the author. TARJ assumes no responsibility whatsoever regarding these matters.

## 2. *Abstract Submission*

### 2.1. *Submission Period*

May 1st, 2026 to December 18th, 2026

### 2.2. *Submission Procedure*

At the top of your account page, you will find the "Abstract Submission" section. You can proceed with the submission process from there. Please do not use the "Back" button on your browser.

The abstract must consist of text only and must not exceed 1,500 characters, including spaces.

During the submission process, you will be asked to select the session category in which you wish to present. However, due to program scheduling, this selection may be subject to change by the committee. In addition, the titles of the sessions listed at the time of abstract submission may be revised, and your presentation may be assigned to a newly established session.

UNITECR 2027 will hold oral and poster sessions. On the submission site, you can indicate your preference for either an oral or poster session. However, due to scheduling constraints, this may be changed depending on the number of submissions.

If you would like to have consecutive presentations in the oral sessions, your request will be taken into consideration when the program is prepared. A check box will be available on the submission page. If you and your colleagues wish to request consecutive presentations, please select "Yes" and enter the "Sequence for Consecutive Presentations" in the space provided, using a format such as "2nd of 3". To ensure that the presentations can be arranged consecutively, it is advisable to give the titles a consistent format, such as Title – Part 1, Title – Part 2, and so on. Please provide subtitle properly, although subtitle is optional.

The total number of presentations that one person can apply for is limited to three, including both oral and poster presentations. Abstracts can be revised any number of times within the submission period.

For further details, please follow the instructions provided on the submission page.

### 2.3. *Abstract Peer Review*

After the submission period has ended, the committee will review the abstracts to determine whether they meet the requirements and to decide on their acceptance. The review may request revisions or

replacements. Except for the spelling of the title, spelling and grammar will not be checked.

The results of the review - namely, acceptance, revision requests, or rejection, as well as the assignment to oral and poster presentations for accepted abstracts - will be notified to the authors by email and can also be confirmed via your account page. No modifications to the abstract will be allowed after acceptance.

At the appropriate time, accepted abstracts will be published on the conference website and in the proceedings and may also be used in other materials related to UNITECR 2027 at the discretion of the conference committee; therefore, authors should carefully check the spelling and grammar prior to submission.

## 3. *Paper Submission*

### 3.1. *Submission Period*

March 1st, 2027 to May 28th, 2027

### 3.2. *Paper Submission*

Authors whose abstracts are accepted for oral presentation are required to submit a paper for inclusion in the Proceedings. Authors must use the template in MS Word format, which can be downloaded from the official website, and submit a camera-ready manuscript.

The paper must be prepared on A4-size paper in portrait orientation and must not exceed four pages, in accordance with the *Paper Formatting Instructions* described in Section 5.

When paper submission becomes available, the "Final Submission" indicator will appear in the "Abstract Submission Status" section on your account page. Please submit the paper corresponding to the abstract by following the instructions provided on the submission page. You may replace your submission any number of times within the submission period.

Submitted papers will be published in the Proceedings as they are.

Template Download URL:

[https://unitecr2027.org/wp-content/themes/UNITECR2027/files/Paper\\_Template\\_UNITECR\\_2027.docx](https://unitecr2027.org/wp-content/themes/UNITECR2027/files/Paper_Template_UNITECR_2027.docx)

### 3.3. *Paper Peer Review*

Submitted papers will be reviewed by the committee to determine whether they meet the requirements. The results will be notified by email and will also be available on your account page by the end of August 2027.

At that time, revisions or replacements may be requested. Failure to comply with such requests may result in cancellation of publication in the Proceedings and/or the oral presentation.

Except for the spelling of the title, the review will not include checks for spelling or grammar.

## 4. *Presentations*

### 4.1. *Oral Presentation*

Oral presentations should be delivered using a PC. Each presentation is allocated 15 minutes, followed by 5 minutes for questions and answers. Presenters are

requested to design their slides so that they can be clearly seen even from the back of the room.

There is no official template for presentation slides; however, a 16:9 aspect ratio is recommended for slides projected at the Osaka International Convention Center.

Presenters may use either the venue PC or their own laptop. If you choose to use the venue PC, your presentation materials should be prepared for Microsoft Windows OS and brought on a USB flash drive. The data uploaded to the venue server will be strictly managed and will be accessible only during the conference.

For presenters using their own laptops, HDMI and VGA (D-sub 15-pin) connectors will be available.

#### 4.2. Poster Delivery and Exhibition

For the poster session, bulletin boards that can accommodate ISO 216 A0-size posters (841 × 1189 mm) in portrait orientation will be provided. Please bring a printed copy of your poster and attach it yourself at the venue. The organizer will provide pushpins.

There are no specific formatting requirements for posters. Please create a poster that meets the requirements within the allowed size limits.

### 5. Paper Formatting Instructions

All papers must be written in accordance with these instructions. Please be sure to use the uploaded template when preparing your paper.

Template Download URL:

[https://unitecr2027.org/wp-content/themes/UNITECR2027/files/Paper\\_Template\\_UNITECR\\_2027.docx](https://unitecr2027.org/wp-content/themes/UNITECR2027/files/Paper_Template_UNITECR_2027.docx)

#### 5.1. The Basics

##### Paper Length

Papers cannot exceed four pages including images, tables, figures and references.

##### Contents

Title, author(s) information, text with reference to placement of tables and illustrations, references.

##### Size and Margins

Size (Portrait)	: ISO 216 A4 (210 × 297 mm)
Upper Margin	: 23 mm
Side Margin	: 20 mm
Bottom Margin	: 15 mm

##### Columns

Each page must be separated into two columns, and the columns must have a gutter space of 7 mm except for the title and author information at the top of the first page.

##### Font

All text must be in 9-point (pt) Times New Roman font, except for title text which should be 12-point. Details are shown in “Parts of Paper”.

##### Spacing

All text must be single-spaced. Add space before each heading or subheading.

#### Page Numbers

Do not incorporate page numbers in the submitting file.

#### 5.2. Parts of the paper

##### Title

The title should be centered at the top of the page. Letters should all be in title-case and bold. Use 12-point Times New Roman font.

##### Heading and Subheading

Use 9-point Times New Roman font, left-aligned, all title-case letters (bold, no italics). Please number the headings and subheadings sequentially, such as 1., 2., 3., and so on, except for the Abstract, Acknowledgements, References.

##### Author Information

List the full names of the author and co-authors (given name, middle name, last name) below the title. Leave one blank line (9-point spacing) below the title.

After one blank line following the authors’ names, list the affiliations of the authors. When multiple authors belong to the same company or institute, the affiliation information should be listed only once. Affiliation information should include the organization name, city, and country; do not include the full address. Listing the company/institute, city, and country is sufficient.

Author information should be centered. Use upper- and lower- case letters in 9-point Times New Roman font.

Please indicate the first author by underline.

##### Body Text

Text should be in 9-point Times New Roman font, single-spaced and non-bolded. Text alignment should be justified. Please indent the first line of each paragraph by 6 mm.

Authors may use mathematical equations, including Greek letters. When using Greek letters in sentences, it is preferable to use the Symbol font.

##### Units

The use of SI units is required. *The units should be written using a centered dot (·) for multiplication and negative exponents for division.* For example, write meters per second as  $\text{m}\cdot\text{s}^{-1}$  instead of m/s. When presenting numbers with units in the text, authors may indicate units using parentheses or other appropriate formats. For dimensionless numbers, the use of a hyphen “-” is recommended.

#### 5.3. Figures, Tables, Equations

##### Figures

Captions for figures should be in bold, placed at the bottom of the figure and centered. *A period is required at the end of figure captions. Use “Fig.” not “Figure” for the figure captions.* Please caption pictures as “Fig.” and avoid using “Photo.” When captions exceed one line, continue the sentence with centered alignment

without indentation. One blank line should be placed above the figures and below the figure captions.

In graphs, axis titles and units should be separated by a slash; do not use parentheses. Although captured images may be inserted for figures, please ensure their visibility by paying close attention to factors such as resolution, color, brightness, contrast, font size, and so on.

If possible, please size figures to fit within a single column. This is preferable for readers accessing your manuscript on smartphones.

### Tables

Table captions should be in bold, placed at the top of the table and centered. *Do not put a period at the end of table captions. Use "Table" not "Tab." for the table captions.* When captions exceed one line, continue the sentence with centered alignment without indentation. One blank line should be placed above the table caption and below the table. Although captured images may be inserted for tables, please ensure their visibility by considering font size and clarity.

If possible, please size tables to fit within a single column. This is preferable for readers accessing your manuscript on smartphones.

### Equations

Authors can use the equation tool installed in MS Word or insert images showing mathematical equations. Equations should be numbered, with the numbers placed in parentheses at the right end of the line. When authors use the equation tool, it is appropriate to place a "#" immediately before the equation number.

$$\Delta P = \frac{180u \cdot \mu \cdot L_1}{d^2} \cdot \frac{(1 - \varepsilon)^2}{\varepsilon^3} \#(2)$$

Then, press "Enter".

$$\Delta P = \frac{180u \cdot \mu \cdot L_1}{d^2} \cdot \frac{(1 - \varepsilon)^2}{\varepsilon^3} \quad (2)$$

As shown above, this syntax automatically right-aligns the equation number within the MS Word Equation tool.

Variables used in equations should be clearly defined with appropriate units.

## 5.4. Acknowledgements and References

### Acknowledgements

Acknowledgements may be included by authors as needed.

### References

In the body text, references should be noted as Reference A <sup>1)</sup>, Reference B <sup>2-5)</sup>, Reference C <sup>6, 9)</sup> and Reference D <sup>7-8, 10)</sup>. References should be listed at the end of the article as follows:

- 1) D. D. Button and W. G. J. Lawrence: *J. Am. Ceram. Soc.*, **47** [10] 503-504 (1964).
- 2) K. Suzuki, M. Iida and K. Ogura: *TAIKABUTSU*, **62** [11] 595-601 (2010) (in Japanese).
- 3) W. D. Kingery: *Introduction to Ceramics*, John Wiley & Sons, New York (1960) pp.490-495.
- 4) D. Llaguno: Welcome to UNITECR 2025, <https://unitecr2025.com/about> (accessed Oct. 21, 2025).
- 5) U. S. Pat. 319954 (1885).

Please indicate the journal name in *italic* and the volume number in **bold**, respectively. First, second, third, fourth, and fifth ones are from a journal, a journal written in a language other than English, a book, a website, and a patent, respectively.

(Published: April 2026)