

Instructions for the Preparation of Inception Report

The Inception Report should be originally written by the applicant herself/himself and typewritten including items listed below. Applicants are requested to follow strictly the technical instruction shown in the next page of this General Information. **It is mandatory to record the Inception Report on the electronic medium such as CD or USB memory and bring it to Japan.**

Inception Report should include,

for Seismology(S) group

1. Geographic and geo-scientific information of your country with Maps (Tectonics, Active Faults, Seismicity, Macro-zoning study etc.).
2. Damaging Earthquakes or Tsunami (hypocenter, magnitude, isoseismals, surface faulting, damage, casualties), Catalogs, photographs etc.
3. Responsibilities of your organization in the national government or country.
4. Internal structure of your organization with the Organization Chart.
5. Equipments and personals of your organization (Seismic Network, Research Activities).
6. Analysis of Capacity (Strong and Weak points) of your organization and country (Disaster Mitigation Plan, Responsible organization, Hazard and Risk maps, Micro-zoning study).
7. Other organizations collaborating with yours for the seismological activities.
8. Your own responsibility in your organization.
9. Potential target of your study in the course with difficulties or obstacle for you to obtain your target with listing up the Strong and Weak points of you.
- 10 Your expectations for the course: What do you want to get in the course?

for Earthquake Engineering(E) group

1. Seismic Design Code for buildings of each country*
 2. Characteristics of building damage due to earthquakes in your country.
 3. Microzoning and earthquake disaster mitigation planning of each country.
 4. Responsibilities of your organization in the national government or country.
 5. Internal structure of your organization with the Organization Chart.
 6. Your own responsibility in your organization.
 7. Potential target of your study in the course with difficulties or obstacle for you to obtain your target with listing up the Strong and Weak points of you.
 - 8 Your expectations for the course: What do you want to get in the course?
- * Applicants who do not have any seismic design code in their countries are requested to present practical measures to secure the seismic safety of buildings.

The cover page of Inception Report should include:

- (1) **Name of Applicant,**
- (2) **Name of Organization** to which Applicant belongs, namely, the affiliation,
- (3) **Choice of Group** (Select one of (S) or (E)).

Note: Ambiguous expression for the selection of group will cause a severe disadvantage in screening process.

Choice of Topic for Individual Study selected from the topics' list in "II. Description 9. Expected Module Output and Contents".

Note: Ambiguous expression or null answer will cause a severe disadvantage in screening process.)

The first page of Inception Report should include:

(4) Title and Author's Name,

(5) Abstract,

The abstract should be informative and include the principal findings and conclusions. References to formulas or figures are not necessary. It should not be consist of more than 200 words.

(6) Introduction,

(7) Affiliation of the Author.

Note: Affiliation should appear as a foot note on the first page as following sample shows.

The main part of Inception Report that starts from the second page should include:

(8) Topic mentioned above,

(9) "Acknowledgement" and "Appendix" after the topic if necessary.

(10)References,

Applicants are requested to submit attached documents including 3 or 4 items,

(11) Attached Document

- Information about the structure of Organization, for example, Organization Chart,
- Research activity of Organization related to Seismology, Earthquake Engineering, or Seismic Hazard/Risk Analysis,
- A list of governmental or private organizations related to Seismology or Earthquake Engineering in the country of Applicant. and,
- (If you select 'others' for the topic of Individual Study) a concrete plan of Individual Study. IISEE may inquire about the plan during the selection process.

(12) Format

1. The manuscript must be carefully prepared and should be submitted with A2A3 form and GRIPS application materials. The total pages of the Country Report should not exceed 15 pages including tables and figures.

2. Page Format: Use A4 white paper sheets (21 cm x 29.7 cm). Leave 2.5 cm margins at the top, right and left sides of the text and 3.5cm margin at the bottom. Special attention has to be paid in preparing papers using US letter-size paper. It should be appropriately arranged so that it conforms to the above requirements in appearance, namely the manuscript should occupy 16cm x 23.7cm in each page. All main text should be single spaced, Times New-Roman types. Use 18pt in capital letters and boldface for **TITLE**, 12pt for authors, and 11pt for the rest, including affiliations, abstract, main text, headings, sub-headings, sub-subheadings, acknowledgement, appendix, references, and captions for figures, photos and tables.

3. Organization of the papers: Write the **TITLE** of your paper, centered and in 18pt capital letters and boldface types at the top of the first page. After two more line space, write your names in 12pt. Last names should be in capital. Affiliations should be cited by superscripts. Leave two lines, and then write abstract in 11pt. "**ABSTRACT**" should be in capital letters and boldface and be followed by the text of Abstract. After three lines, start main body of your paper in 11pt. The ordinary pages, starting from the second page, contain the main text from the top line. Avoid footnotes and remarks. Explain in the main text, or in Appendices, if necessary. Affiliation itself should be put at the bottom of the first page, cities, countries and e-mail addresses of all authors, as indicated above.

4. **HEADINGS:** Use at most three levels of headings, i.e., headings, subheadings and sub-subheadings. Headings shall be written in capital letters, boldface types, and centered of your text. Leave two lines space before headings and one after them. Do not indent the first line after headings, subheadings and sub-subheadings. First lines of the other text paragraphs should be indented as indicated here. Do not leave blank lines between paragraphs. **Subheadings:** Subheadings shall be written in lower-case letters and boldface types, right against the left side of your text, as indicated here. Leave one line space before and after subheadings. Use the above mentioned rules for indentation. **Sub-subheadings:** The only difference with respect to subheadings is that sub-subheadings shall be in Italic and no lines space shall be left after sub-subheadings. Don't put numbering to heading of any level.
5. **EQUATIONS AND SYMBOLS:** Use high quality fonts for both mathematical equations and symbols. Papers with hand-written mathematical equations and symbols are not accepted. Equations should be centered and numbered. Leave one line above and below equations. The equation number, enclosed in parentheses, is placed flush right. Equations should be cited in the text as Eq. (1).
6. **FIGURES, TABLES AND PHOTOS:** Figures and tables shall be legible and well reproducible, and photos shall be clear. Colored figures, tables and photo will be printed in Black and White. Captions shall be written directly beneath figures and photos and above tables, and shall be numbered and cited as Figure 1, Table 1 or Photo 1. They should be written in 11pt, and centered. Long captions shall be indented. Do not use capital letter or boldface types for captions. Figures, tables and photos shall be set possibly close to the positions where they are cited. Do not place figures, tables and photos altogether at the end of manuscripts. Figures, tables and photos should occupy the whole width of a page, and do not place any text besides figures, tables and photos. Leave one line spacing above and bottom of figures, tables and photos. Do not use small characters in figures and tables. Their typing size should be at least 9pt or larger.
7. **UNIT:** Use SI unit in the entire text, figures, and tables. If other units are used, provide it in parentheses after the SI unit as 1MPa (10.2 kgf/cm²).
8. **CONCLUSIONS:** Write a **CONCLUSIONS** section at the end of your paper, followed by **ACKNOWLEDGEMENT**, **APPENDICES** and **REFERENCES**.
9. **ACKNOWLEDGMENT:** Acknowledgment should follow **CONCLUSIONS**.
10. **APPENDIX:** Appendix should be placed between Acknowledgment and References, if any.
11. **REFERENCE:** All references should be listed in alphabetical order of the first author's family name. They are referred in the main text like (Richter 1935). Write the reference list as

Gutenberg, B., and Richter, C. F., 1954, Seismicity of the Earth and Associated Phenomena, 2nd ed. Princeton Univ. Press, Princeton, NJ.

Richter, C. F., 1935, An instrument earthquake magnitude scale, *Bull. Seis. Soc. Am.* **25**, 1-32.

(13) Sample for Inception Report

Sample for the cover sheet

Sample for the first page

<p>THE GROUP TRAINING COURSE IN SEISMOLOGY, EARTHQUAKE ENGINEERING AND DISASTER MITIGATION 2009 – 2010 (COURSE ID: J-08-00750) INCEPTION REPORT ON</p> <p>1. Name of Applicant</p> <p>2. Name of Organization</p> <p>3. Choice of Group (S), (E)</p> <p>Choice of Topic for Individual Study</p>	<p>TITLE OF THE INCEPTION REPORT</p> <p>by AUTHOR*</p> <p>ABSTRACT</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>INTRODUCTION</p> <p>.....</p> <p>.....</p> <p>*The Author's organization and occupation are to be written here.</p>
--	--

Download: the template file that may make your editing task easier from

<http://iisee.kenken.go.jp/publications.htm>