

Guidelines for Production of Report Abstracts

Local Committee for the 75th Annual Meeting

The Local Committee publishes submitted Report Abstracts and a Report Abstract Collection on the Society's website. To facilitate smooth editing and production of the Collection, please use the template below and submit your Abstract by Saturday September 17. At the same time, please also send the following three pieces of information to the Local Committee, in English.

- ① Your full name; ② Your affiliation; ③ The title of your report (these three pieces of information do not need to be repeated if they are on the abstract)

Factors to bear in mind when producing your abstract:

1. Please use A4 paper.
2. As regards length, please ensure that your abstract fits onto one side of A4. Please use a font size of 10.5pt.
3. Your Abstract will be published on the website as a pdf file.
4. Please ensure that your full name and your affiliation are clear. Your street address and/or your e-mail address may be published as a footnote, and keywords may be included.
5. Please do not insert page numbers.
6. If you work in an environment that does not support the use of Word, it is acceptable to submit your Abstract in another format such as a text file. In which case, we will edit it.
7. Production of the Report Abstract Collection involves editing for uniformity of format, etc. Also, please be aware that information such as the venue where the Abstract is to be presented will be included in the header.
8. Please help us by submitting your Abstract by the submission deadline of September 17. (The deadline for the full paper is also September 17.)
9. The email address for submission is jsie75th@gmail.com (for the attention of the Local Committee). The author of the report should also send the Report Abstract and full paper to the relevant Session Chair and scheduled discussant. Authors of reports for the Poster Session should only send their submissions to the Local Committee.