

**Instructions for Submitting Homework**  
IPSJ Technical Writing Seminar  
(November 29, 2017)

**I. Content**

The document you submit should be written in the form of a technical/academic paper, although greatly reduced in volume for practical use in this course (see “Distribution” below). The size limit of the submission is 600 words (a *little bit* more is OK).

**II. Field/Topic**

The paper you submit should be in the field of your normal work. It can be a revision of a paper you have already published or one you hope to publish in the future.

**III. Distribution of Paper’s Sections**

Arrange your content *roughly* into the following sections:

- a. Abstract (100~150 words)
- b. Introduction (150~200 words)
- c. Methods *and/or* Results (150~200 Words)
- d. Conclusions (100~150 words)  
(total text: 550~650 words)
- e. Figure – graphic representation supporting your paper’s content  
(a separate PowerPoint, PDF or JPG file; use a full A4-sized area; be *sure* to name the file according to IV. b. below)

**IV. Formatting**

- a. MS Word (either .doc or .docx file is OK)
- b. File name: include your name in romaji, first initial, “IPSJ-17-11”  
(*example* for Mariko Okawa: “OkawaM-IPSJ-17-11.docx/.pptx/.pdf/.jpg”)
- c. Use *only* 1-byte *romaji* fonts like Times New Roman, Arial, Century, etc., *not* 2-byte fonts like MS ゴシック (except for such uses as sample sentences in Japanese language processing)
- d. Keep all margins *at least* 2.5 cm
- e. Use clear section titles (e.g. “Abstract”)

**V. Deadline for Submission**

Sunday, November 12, 2017

**VI. Documents Returned to Trainees**

- a. Corrected versions of submitted papers, with instructor comments
- b. Fully corrected version of “Clinic Worksheet” analyzed in class