

Instructions for Submitting Homework

IPSJ Academic/Technical Writing Seminar

(June 9, 2019)

I. Content

The document you submit should be written in the form of a typical technical/academic paper, although greatly reduced in volume for practical use in this course. This should be in your own field of study or work.

II. Preparation Styles of Homework Submission

Please prepare your homework using *one* of the following two styles:

- a. Extract (by copy/paste) to a *new file* parts of a paper (see “Distribution” below) you have already published or hope to publish later. This could also be a document you prepare ‘from scratch’ for this course.
- b. Submit an actual whole paper but ‘highlight’ (i.e. with ‘marker’ coloring function) those sections of the paper you would like to have corrected, based roughly on “Distribution” below.

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, no correction will be made beyond 650*)
- e. Figures – graphs/tables/photos supporting your paper’s content

IV. Formatting of Homework Submission

- a. Text: MS Word (.doc or .docx) *or* text file (.txt or .tex); you can use a PDF to indicate parts for correction (e.g. by yellow highlighting), but the text for correction *must* be in either a Word or text file.
- b. Graphics: PowerPoint, PDF, JPG, PNG, etc.; use a full A4-sized area
- c. File name: include your name in romaji, first initial, “IPSJ-19-6” (*example* for Mariko Okawa: “OkawaM-IPSJ-19-6.docx/.pptx/.pdf/.jpg”)
- d. Use *only* 1-byte *romaji* fonts like Times New Roman, Arial, Century, etc., *not* 2-byte fonts like MS ゴシック
- e. Use clear section titles (e.g. “Abstract”)

V. Deadline for Submission

Sunday, May 26, 2019

VI. Documents Returned to Trainees

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