

**Guidelines: Course Preparation & Homework Submission**  
**REMOTE TRAINING PROGRAM**  
**IPSJ Academic/Technical Writing Seminar**  
(July 22, 2022)

**I. General Responsibilities**

Please print the Student Manual sent with these guidelines. Prior to the course, you will need to complete the following tasks:

- a. Read over the Lecture Guides for *General Advice for Better Technical Writing*, *Good Practices*, *Introduction to IMRAD System*, *Writing Style Points*, and *Common Problems in Technical Writing*. You do **not** need to fully answer the questions, just think about these points.
- b. Analyze and try to revise the weak abstract on page 9, bottom.
- c. Complete the exercises for *Parallelism Concept* on pages 11–12 and *Abstract Nouns to Action Verbs* on pages 14–17 (*at least* do p. 17).
- d. Write an **abstract** related to your current (or previous) area of study/research (180~240 words) and submit it to the IPSJ Office according to the guidelines and deadline described below.
- e. Be prepared to be **active and collaborative** in the online class!

**II. Formatting of Submitted Abstract**

- a. MS Word (either .docx or .doc file is OK) *or* text file (.txt or .tex)
- b. File name: include your name in romaji, first initial, “IPSJ-22-7” (*example* for Mariko Okawa: “OkawaM-IPSJ-21-7.docx/.doc/.txt/.tex”)
- 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. Use at least 10-point font and keep margins at least 2.5 cm.

**III. Deadline for Abstract Submission**

Sunday, July 10, 2021

**IV. Documents Sent to Trainees After Course**

- a. “Full Guide” text of Lectures
- b. Suggested answers of exercises and analysis of abstract sample
- c. Corrected version of submitted abstract, with instructor comments
- d. Fully corrected version of “Clinic Worksheet” analyzed in class