# Guidelines: Course Preparation & Homework Submission
### REMOTE TRAINING PROGRAM
## IPSJ Academic Writing Seminar
(September 8, 2024)

## 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 12.

c. Complete the exercises for *Parallelism Concept* on pages 14–15 and *Abstract Nouns to Action Verbs* on pages 17–20 (*at least* do p. 20).

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. Prepare 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-24-9" (*example* for Mariko Okawa: "OkawaM-IPSJ-24-9.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

d. Use at least 10-point font and keep margins at least 2.5 cm.

e. Please maintain the total word count (excluding optional title) within the range of 180–240 words.

## III. Deadline for Abstract Submission to IPSJ Kansai Branch Office
Thursday, August 29, 2024

## IV. Documents Sent to Trainees (before/after course or in *Chat*)

a. Corrected version of submitted abstract, with instructor comments

b. "Full Guide" text of Lectures

c. Suggested answers of exercises and analysis of abstract sample

d. Fully corrected version of "Clinic Worksheet" analyzed in class

**Questions?** Ron Read, read@athuman.com