**Abstract writing instruction for NDS Tohoku Meeting**

**Motoki Kazama**

1. **Introduction**

Booklets of the abstracts will be circulated to the participants of the NDS Meeting. This document describes the prescribed format of the abstract. The submission deadline, which is found in the website of Tohoku NDS, should be strictly observed.

1. **Format instructions**

The abstract has to be written on A4 sheet and is limited within 2 pages. The upper and bottom margins are 31mm and 34mm, respectively, and the side margins are 24mm.

The title should be in 14-point bold typeface and centered. Only the first letters of sentences and proper nouns have to be capitalized. Leave one blank line below the title and write authors’ names. The affiliation of the authors should be placed in the footer of the first page with a solid line above it. Leave one blank line under the authors’ names. Type the title, the names of the authors, and section titles with bold faces.

The main body text should be typed single-spaced, justified with an indent. Use a Times New Roman 11 point typeface.

1. **Submission**

The abstract manuscript should be sent attached via e-mail to the organization committee of the meeting. The file format is MS-Word or PDF.