

## Abstract Submission Guidelines for NIBB Conference

1. The deadline for submissions is May 20th, 2019. All abstracts must be converted to PDF file format before they are emailed to us at [conf67@nibb.ac.jp](mailto:conf67@nibb.ac.jp). We will compile all abstracts into a booklet without any of them being modified.
2. All abstract submissions must be provided on one A4 page with 25.4 mm (1 inch) margins on each side. We recommend that you use the abstract template provided on the next page. The abstract page should include title, authors, affiliations, pictures and the abstract itself. Please note that abstracts will be printed in black and white.
3. Use “Times New Roman” font, and use “Symbol” font for any scientific symbols or Greek letters (alpha, beta, gamma, etc.).
4. Titles must use a 14-point font size, be bolded, contain the Initial Letters of Each Word in CAPITALS, be single spaced, centered and also be followed by one blank line.
5. Author lists must use a 12-point font size, be single spaced, centered and be followed by one blank line. Underline your presenter’s name in the list of authors. Use commas and superscript numbers to delineate each name.
6. Affiliations with cities and countries must use a 12-point font size, be single spaced, centered and be followed by one blank line. Use semi-colons and superscript numbers to delineate each institution.
7. Text should be 12-point, single spaced, be in single column format, and contain single line spacing.
8. Indent the first line of each paragraph.
9. All authors’ photos will be printed within the abstract for the purpose of making it easier to identify each other during and after the conference. Provide an individual photo that clearly shows your face in your abstract.

