Title of Your Thesis

First Name LAST NAME
Candidate for the Degree of …….
Supervisor: …………………………..
Division of ……………………………………………….

Introduction

All graduate students at the Graduate School of Engineering, Hokkaido University are required to prepare an abstract or summary of their thesis or dissertation for distribution during the oral presentation of their thesis or dissertation. The respective Division will subsequently compile these abstracts into a book. The compiled book of abstracts is then distributed to all the teaching staff in the Division.

Since e3 students do not graduate at the same time with students in the Japanese program, it was decided that abstracts of e3 students' thesis and dissertation be compiled into a book once a year irrespective of the Divisions that the students belong. Since 2012 abstracts are only published on-line.

This guideline is prepared for use by e3 students when preparing the abovementioned abstracts.

Format

This page is laid out exactly how the abstract should look. The margins and font sizes are given in Table 1 at the bottom of this page.

Leave two blank lines above the heading and one blank line between the heading and the paragraph. Do not indent the first word of this paragraph. For subsequent paragraphs, indent 0.5cm.

Do not number the headings and sub-headings. When itemize your text, try to use "▪" (square dot) rather than numbers.

Tables or figures, if cannot be accommodated in a single column, may spread across the page. In such cases, the table or figure should be placed on top of a page with a line drawn *below* to separate it from the main text. Likewise, if the table or figure is placed at the bottom of the page, a line should be drawn *above* the table or figure. Use dark gray instead of black lines in the tables.

Content

The abstract should contain a summarized content of your thesis or dissertation. It should be understandable to readers who do not have an opportunity to attend your oral presentation.

Submission

A soft copy of the abstract should be submitted to the e3 office according to the following schedule:
- Students graduating in March - 5 March
- Students Graduating in June – 15 June
- Students graduating in September - 5 September
- Students Graduating in December – 15 December

Publication

Abstracts will be published on-line at the end of September and March.

Please strictly follow the manuscript format to maintain consistency throughout e3 abstracts database.

Table 1. Specifications

Maximum number of pages	6 (doctoral), 4 (master's)
Margin for all 4 sides, A4	2cm
Margin between columns	1cm
Font, title	Arial, 16pt, bold
Font, your name and relevant information	Arial, 9pt
Font, first level heading	Arial, 11pt, bold
Font, second level heading	Arial, 11 pt, italics
Font, text	Times New Roman, 10pt

Revised: 9 September 2016