**How to Prepare Your Abstract file (PDF) of Master Thesis before Uploading**

**(for 2nd year Master Course Students)**

**- Instructions and Recommendations- [English Version]**

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**1. Paper size and number of page**

Prepare the abstract of your master thesis prior to uploading. Your draft should be written in 1 page with a size of A4 sheet (210 mm × 297 mm, portrait). Use of a word processor (e.g. Microsoft Word) is recommended, but eventually you will have to convert your file to PDF (Portable Document Format), before you upload it. One good example for an uploaded file image is available at the URL below for your better understanding, and this “Sample Image” will be mentioned repeatedly in the following instruction.

**[Sample Image (English Abstract)]**

<https://www.agr.hokudai.ac.jp/gs/master/2018/18011201.pdf>

**2. Margin and other page settings**

When you prepare your draft using a word processor, provide 25 mm margins first in all directions (top, below, left and right) in A4 sized sheet. Your text should be developed horizontally, from left side to right side, from top to bottom. Recommended font type should basically be MS Mincho or Times New Roman with a font size of 11 points (pt) throughout the text (with some exceptions shown below). It is preferable to provide 40 letters in a line, and 40 lines in a page. You should write letters in black color.

**3. Affiliation, name of meeting and date of your presentation**

Provide your affiliation (Graduate School of Agriculture), name of the meeting (Presentation for Master Course Students) and the date of your presentation at the first line of your abstract. But remember. Those should be provided in Japanese (See the above-mentioned “Sample Image”) in the font of MS Mincho 9 pt. Ask your supervisor(s) and/or friend(s) who use Japanese language fluently, if you don’t use it. This first line should be right-justified.

**4. Title of your presentation**

Title of your master thesis should be given in the font of MS Gothic 14 pt in the second line (See the “Sample Image” above), if your title is written in Japanese. Times New Roman 14 pt is also recommended, especially when you have English title. If you have both main title and subtitle, main title should be provided basically in the font of MS Gothic 14 pt (or Times New Roman 14 pt; at the second line of your page, centered), while subtitle should be in the font of MS Gothic 12 pt (or Times New Roman 12 pt; at the next line to the main title, centered). When you write English title, it is preferable for you to put Japanese translation of your title in the next line of your title in brackets, or parentheses, using the same font type and size as you use in the English title. Ask your supervisor(s) about your Japanese title.

**5. Your division, chair, laboratory and your name**

In the next line, you should type your division, chair and lab. in Japanese (See the “Sample Image” above), and also your own name (in Chinese character, in Alphabet, or in Katakana in Japanese). These should be written right-justified. MS Mincho 11 pt (or Times New Roman 11 pt) is recommended. Place one void line in the next line, and then, you should start your text.

**6. Composition of your text**

Typically, your text should be composed of the following parts.

1. Introduction (including background and purpose of your study)

2. Materials and Methods

3. Results and Discussion

4. Conclusion (including summary and/or future work)

These headings should be written in the font of MS Gothic 12 pt (in double-byte characters when written in Japanese / in single-byte characters when written in English) or Times New Roman 12 pt. (in single-byte characters when written in English). Put one blank character (a space) at the beginning of the headings, with left-justified. Change lines after the headings and you can start your subtitle(s) and/or paragraph(s).

If you have subheadings, use different numbering level such as 1), 2), 3),… in the font of MS Gothic 11pt (or Times New Roman 11 pt). Your sentences in each paragraph should be written in MS Mincho 11 pt (or Times New Roman 11 pt). Put one blank character (a space) at the beginning of the subheadings, left-justified.

**7. Punctuation**

Use comma and period as usual, if you write your manuscript in English (single-byte characters). However, see the sample image below if you write your manuscript in Japanese (double-byte characters) to know what kinds of punctuation you should use.

[A sample image in Japanese]

<https://www.agr.hokudai.ac.jp/gs/master/2018/18001001.pdf>

**8. Tables and Figures**

Sequential serial numbers should be provided to all tables and figures. Title of figure should appear below the figure, while title of table should appear above the table. Captions of tables and figures should be provided in the font of MS Mincho 10 pt (or Times New Roman 10 pt). Tables and figures should be placed on the right side of your abstract. Color figures are also acceptable.

**9. Converting your word file to PDF**

Convert your word file to PDF, before you upload your file when you finish writing. See some detailed suggestions given at the end of this instruction.

**10. Uploading your abstract**

Instructions on how to upload your file at the website of Graduate School of Agriculture, Hokkaido University, will be given to you separately through an email notice (using “agrimate,” our mailing list). The notice contains information on the URL of the uploading website, and it is off-limits to the outsiders. Do not attempt to release such information through SNS (Social Networking Services). It is unacceptable, if you are to avoid inviting some possible system errors throughout our network.

**11. Other instructions**

1) Prepare your abstract in another style, if you are required to do so, depending on sessions or chairs you join.

2) Your abstract is open to the public, once you upload and release it through our website, meaning that all of your data will be regarded as “already-published (released) to the world.” This is extremely important because your data can be used in the future publication such as academic paper and patent as a new release. Contact and ask your supervisor(s) prior to your uploading, if you think you have possible risks in uploading your file with data pertaining to copyright and/or intellectual property rights. Avoid being in trouble. This is your own responsibility.

3) Other possible suggestions in preparing your abstract file in PDF, using Adobe Acrobat will be as follows:

1. All font sets should be embedded.

2. Configure your PDF printer settings. Choose “High Quality Print” or higher quality.

3. Try to display your PDF on a different PC monitor from the one that you used to prepare your PDF. Check how it works.

4. It is advisable for you to try in a similar way as shown in the above-mentioned 1.-3., even when you use PDF-creating software other than Adobe Acrobat.

It is your responsibility to avoid malfunction of your abstract as a PDF file (e.g. wrong display).