

Japanese-American-German FoS Symposium and
Japanese-French FoS Symposium (FY2020)
Guidelines for Preparing Documents

1. Points common to all forms

- Make entries after checking the “points to note” in each form.
- Do not alter the format of the forms. Submit only specified documents.
- Use A4 size sheets for preparing Forms 1 and 2. Print Form 1 on one side of the sheet.
- When printing, be sure that all characters fall within the margins of the forms, and that all characters are correctly displayed.
- Be sure to write names in exactly the same way on all forms. When using alphabetic letters, write first and last name in a way that distinguishes which is which, by for example printing the last name in capital letters. On Form 3, to help the reviewers properly grasp last names, please put Japanese *hiragana* in “Name spelled in *hiragana*”.

2. About Form 1

- Make entries in Japanese.
- For institution codes, please refer to the Institution Code List at [https://www-kokusai.jsps.go.jp/jsps1/kikanList.do](https://www.kokusai.jsps.go.jp/jsps1/kikanList.do) (*this site provided in Japanese only*)
- In the “機関長職・氏名” space, the university head is the university president, not the president of the university corporation.

3. About Form 2

- Item ③ “Reason for nomination” may be entered in English.

4. About Form 3

- When entering “Field of Specialization” and “Research Theme,” so as to not go beyond the line, keep English words to about 15.
- For institution codes, please refer to the Institution Code List at <https://www-kokusai.jsps.go.jp/jsps1/kikanList.do> (*this site provided in Japanese only*)

5. About Form 4

- Example for entering “③ Short CV 3.”
Mar 2008 Doctorate (Engineering) Received from XX University
- Filling in “③ Short CV 4.” Enter your employment chronology.
More steps may be added on the form.
Example for entering “③ Short CV 4.”
Apr 2009 OO University OO research department assistant professor
Apr 2013 OO University OO research department associate professor (Current)
- Filling out ⑦, “Main papers and/or books and their summary”
List papers and books in which you played a central role in producing, following the two points below:
 - (1) Specify whether peer reviewed or not. Papers that are published or accepted for publication can be entered. Papers in the process of writing or being reviewed may not be entered.
 - (2) Items to be entered in the following order: Your name (as author) in the place it falls among multiple coauthors, title, name of journal (etc.), publisher, volume, pp (first and last pages), year published