

25th JSSX Annual Meeting in Tokyo

【Distinguished Lecture, Symposium, Round Table ,Forum Presentations: Instructions for Preparing Abstract】

- Please compose Abstracts by using the “Distinguished Lecture, Symposium, Forum Presentations Template (Word)”*.

*Use the template (available in word format) to write the Abstract. All abstracts should be written in English. Word file is possible to overwrite

【Format】

- Length of the abstract: One page of A4 size
- Margin requirements: top margin - 35 mm
bottom margin – 35 mm
side margins (left and right) - 20 mm
- Font and Size: Times New Roman/10 point
- Color: black and white
- Space (between lines): 13 points
- Please note that photo or image attachments and references will be accepted, but it will be printed ONLY in black and white (not in colors).

【Guidelines】

- All presentation titles must be typed in **BOLD CAPITAL** letters from the left margin (Not centering).
- First name, Middle initial and Family name of the presenter(s) should follow the next line of the title.
- After each presenter's name, place superscript number (i.e. Michael White¹) to indicate presenter's affiliation. In case all presenters belong to the same affiliation, the superscript number is not necessary.
- Underline the presenter's name.
- On the next line, the name(s) of the presenter(s), affiliation(s), address(es) including country should follow. In the case there are more than two affiliations, place superscript numbers before the affiliation names. (i.e. ¹ xxxx Department)
- Do not double space between the presentation title, the presenters and the affiliations.
- Double space between the affiliation(s) and Abstract body.
- For the Abstract body, use “full justification margins” to have the text aligned against the left and right margins, so that the both edges will be smooth.
- Format of references should be followed by the instructions of *Drug Metabolism and Pharmacokinetics* (<http://www.jssx.org/jpn/dmpk-kitei.html>).

【CV and Photograph】

CV and photograph (black and white) will be appeared in the Abstract book.

- For CV, refer to the template. Please make sure it will be less than six lines.
- Please place the photograph sized 5cm in height and 4 cm in width, to the place shown on the template.