

Request of the Annual Report concerning experiments at HIMAC, FY2017

December 15, 2017

An Annual Report relating to your Research Project with Heavy Ions at NIRS-HIMAC needs to be submitted to the NIRS.

Enclosed are instructions describing preparation of this report.

This Annual Report should be sent to,

Tsuyoshi Hamano  
Program coordinator

Department of Accelerator and Medical Physics  
National Institute of Radiological Sciences  
4-9-1 Anagawa, Inage-ku, Chiba 263-8555, JAPAN

Manuscripts must be received no later than: February 23, 2018.

Questions and comments should be referred to the above address.

The annual meeting will be held on April 16 and 17, 2018 at Chiba. Details including a program will be delivered around the middle of March.

Sincerely yours,

Tsuyoshi Hamano  
Program coordinator

Department of Accelerator and Medical Physics  
National Institute of Radiological Sciences  
4-9-1 Anagawa, Inage-ku, Chiba 263-8555, JAPAN

# Instructions for Preparation of an Annual Report for a “Research Project with Heavy Ions at NIRS-HIMAC” (17M001)

T. Hoiken<sup>a</sup> and J. Jyuryusi<sup>b</sup>

## Abstract

Instructions describing preparation of an Annual Report are summarized.

## 1. Contents

The manuscript should include:

- (1) Title of the experiment,
- (2) Experiment number,
- (3) Authors and affiliation,
- (4) Abstract,
- (5) Background and objectives of the experiment,
- (6) Summary of the previous year(s), if the experiment is a consecutive one.
- (7) Activities and results in FY 2017, (from April 2017 through February 2018).

The report should succinctly describe activities, results and future plans of the study.

## 2. Submission

The following items should be submitted:

- (1) Two original printed copies of the Annual Report (clear photocopies are acceptable).
- (2) Two original printed copies of the List of Publications (see the next page).
- (3) A CD containing an electronic version of the "Annual Report" and "List of Publications". Tables and Figures should be embedded in the text.
- (4) One reprint, or clear photocopy, of "publications" (see the next page).

The experiment number, spokesperson, type of PC and name of the application program should be printed on the CD. An electronic version prepared by "Microsoft WORD" is recommended. A PDF file is not appropriate because correction of the manuscript is inconvenient.

## 3. Style and length

The manuscript should be written in English (or Japanese if you wish). It should be clearly typed on A4-size white paper with 2 columns, and be submitted camera-ready. Figures should be reduced to proper size and embedded into the manuscript. Margins of 2 cm should be set on the top, bottom, right and left. Please do not print page numbers.

The length of the manuscript should not be greater than 2 pages of size-A4 paper.

References may be included.

## 4. Instructions

### 4.1. Title

The title should be identical to that of the application. A 12 point Gothic font should be used for the title.

### 4.2. Experiment Number

Do not forget to include the Experiment number.

### 4.3. Authors

Names of all authors should be included. Remember that, in many cases, researchers in NIRS are eligible to be authors. The affiliation for each author should be listed at the bottom of the manuscript and referenced with a superscript.

### 4.4. Abstract

An abstract written in English, not exceeding 200 words, is placed at the head of the manuscript. A 10 point Times font is recommended for the abstract and following text.

### 4.5. Text

A text should be properly divided into sections.

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<sup>a</sup>NIRS, <sup>b</sup>Toaru Univ.

## **List of Publications**

A list of publications, proceedings, and oral presentation related to the project should be submitted together with the annual report. The list should be typed on a separate sheet of paper.

The list should be separated as follows.

- (1) Journal publications with a peer review.
- (2) Proceedings of conferences and workshops.
- (3) Oral presentations, or poster presentation, including the proceedings if it is only an abstract.
- (4) Others, Books, etc.
- (5) Dissertation

### **Examples of listings**

(1) Publications

Hoiken T., Jyuryushi J.: Method of preparing a manuscript. Journal of HIMAC 5, 500-502 (2017).

(2) Proceedings

Hoiken T., Jyuryushi J.: Method of preparing a manuscript. Proc. X HIMAC Conference, 500-502 (2017).

(3) Oral presentation

Hoiken T., Jyuryushi J.: Method of preparing a manuscript. HIMAC meeting, Chiba, 2017.12.

(4) Others

Hoiken T., Jyuryushi J.: Method of preparing a manuscript. Jyuryushi Publishing, pp. 500-600 (2017).

(5) Dissertation

Hoiken T.: Dose Assessment in Mixed Radiation Fields. Ph.D. Thesis, Chiba Univ., Chiba (2017).

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- (3) One reprint, or clear photocopy, of publications.

An electronic version of the "List of Publications" must be a separate file from that of the "Annual Report".

The experiment number, spokesperson, type of PC and name of the application program should be printed on the CD.