



Instructions For Preparing Abstracts

The XVth International Symposium on Night and Shiftwork
10-13 September 2001, Hayama, Japan

Title of Presentation

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Please read these instructions carefully in preparing your abstract.

The maximum length of an abstract is one page by A4 paper, including all figures, tables and references. Abstracts must be typed in English. The typing area should be 16.0 cm wide and 23.7 cm height, i.e. leave margins of 2.5 cm on the left and right, and 3.0 cm at the top and bottom of sheet of A4 paper.

Abstracts will be photographed and printed in the form they are submitted. It is therefore of utmost importance that the abstract is prepared according to the instructions. Avoid smudges, errors and misspelling. Do not erase with white ink. Carbon copies and telecopies are not acceptable.

Use a letter quality printer. The title should be brief, describing the nature of the investigation. Use point size 14 for the title. Leave one blank line between the title and the name(s) of the author(s). Give the name(s) and affiliation(s), city, and country of the author(s). Omit degrees and titles. Underline the name of the author presenting this paper at the symposium. Type the name(s) of the authors in **bold**. Leave three blank lines before the text. The text should be single spaced and written in point size 12, preferably using the Times New Roman font. Draw symbols and figures in black ink.

The abstract should contain the objectives of the study, the approach and the methods used, the results obtained, and the conclusions reached. Statements such as “the data will be presented/discussed” are not acceptable. Figures and tables can be included.

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1. Sakai K. The current situation of shiftwork systems and the improvement of these systems. *J Sci Labour* 2000;76:417-440.
2. Kogi K. Sleep problems in night and shift work. *J Hum Ergol* 1982;11(suppl):217-231.

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