

Guidelines for Compiling the List of Publications

The guidelines for compiling the list of publications are as below.

To be typed at the top of the first page:

- date of preparation
- name, title, affiliation

The following items should be listed in the order below:

- (I) Published Papers
- (II) Presentations at International Conferences
- (III) Theses (Ph.D. and M.S.)
- (IV) Books
- (V) Miscellaneous

Applicants are to complete (I) to (IV). If there is no publication to enter, please write “None.” (V) is left to the applicant’s discretion.

General remarks:

- Use a word processor
- Type your name in the upper right corner of each page
- Type the page number at the bottom, in the middle of the line
- Print on one side of A4 paper or 8.5 x 11 paper

(I) Published Papers

- Only papers published in refereed journals should be listed
- Papers accepted for publication may be included
- Papers should be numbered in chronological order (from newest to oldest)
- Each paper should be typed in the order of: authors, *title* (italics are preferred), title of journal
- All co-authors should be listed
- Underline the applicant’s name
- The author’s name should be written as Taro Yamada, Hanako Suzuki. In certain instances T. Yamada, H. Suzuki is acceptable.
- The formal title of the journal is required. Number, volume, (year), pp.○-○ should follow the journal title.

- For articles written in Japanese, information on the journal should be written in Japanese
- For articles written in a language other than English or Japanese, the information should be written in the original language and an English translation provided afterward. When the article is published in a journal in which an English translation is available (e.g., JETP), information on the original journal along with the English-language title translation should be provided.

(II) Presentations at International Conferences

- Papers presented at international conferences, such as IAEA, EPS, APS, and others, are to be listed. The title of the conference, the place where it was held, and the dates it was held should be provided. If a proceedings was published, the number, volume, (year), and pages should be written.
- The format for listing presentation titles should follow that of (I). The formal title of the conference is required.
- In principle, presentations should be listed in chronological order. However, they may be listed on a conference to conference basis.
- When the applicant attended a conference, write the following: present • oral presentation, present • poster presentation, or present • chair. If the applicant did not attend, nothing should be written.
- A presentation at US-Japan workshops and other workshops should not be included. When the applicant wants to list a presentation, it should be included in (V).

(III) Theses

- Doctoral Dissertation: title, date received, name of university
- Master's Thesis: title, date received, name of university

(IV) Books

- Name of author, title of book, publisher, date of publication

(V) Miscellaneous

- Printed texts that the applicant considers important may be listed, such as reviews, lecture notes, and NIFS reports.
- The format should follow that of (I).