



Guidelines for Preparing the 1-Page Abstract to be Included in the Abstracts' Book of the Symposium (12 points, font "Arial", boldface)

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Abstract— This document is an example of what your **ABSTRACT manuscript to the 16th-Toin ISBME should look like. Authors are kindly asked to conform to the directions given in this document.**

I. INTRODUCTION

This document shows guidelines for preparing your ABSTRACT for the proceedings of the Symposium. Please read this carefully and send the secretariat your abstract with a submission form not later than **September 31, 2021**.

II. GENERAL INSTRUCTIONS

Prepare your abstract in full-size format, on A4 paper (210 mm by 297 mm). Write the paper in English and add also its Japanese version. The header should contain the title, the author name(s), affiliation(s), and the corresponding mailing and e-mail addresses. The title should be written in boldface and should be centered.

Add a blank line before the author list. Authors should be separated by commas. Center the author list and underline the name of the presenting author. Affiliations should follow on the next line without a blank line. For each affiliation, the maximum level of details should be:

Institute or Department,

Organization name and mailing address

Phone, and/or fax numbers and e-mail

Authors and affiliations should be italicized. A number should be used as a key to affiliate names to organizations. The number should appear after the authors' name and then before each affiliation. Center the affiliations. The presenting author's mailing address and email address may be included on the next line and should be italicized. The inclusion of an email address is optional. Abstracts will be included in the abstract book as submitted. Therefore, if you do not wish your email address to be disclosed please do not include it in your abstract.

Leave a blank line before the main abstract text.

A. Paper Length

The length of the ABSTRACT is limited to **1 page**. All text should be typed or printed in single space. **Please DO NOT put a page number on it.**

B. Type Sizes and Typefaces

Use 9 points font "Times New Roman" and "Arial" on your manuscript. Use 12 points font "Arial" only for the title. Follow the type sizes specified in Table I.

C. Margins

Use 30 mm for the bottom margin and 25 mm for the left, right and top margins. The column width is 72 mm. The

space between the two columns is 8 mm. Paragraph indentation is 3 mm (4 blanks).

D. Style

The style of the paper is single-spaced two-column format like this sample. Use automatic hyphenation and check spelling. Digitize or paste down figures.

E. Main Body

The two-column format should start with the abstract. Type the abstract at the beginning of the left column in the first page, leave one single blank line from the title part.

Begin typing the main body of the text immediately after the abstract, observing the two-column format as shown in this example.

TABLE I
RECOMMENDED TYPE SIZES

Type size	Appearance		
	Regular	Bold	Italic
8	Table captions ^a subscripts		
9	Section titles ^a references, tables, table names ^a first letters in tab captions ^a figure captions, footnotes, text subscripts, and superscripts		
9		Abstract	
9	Authors, affiliations, main text, equations, first letters in section titles ^a		Subheadings
9	Authors' name		
12		Paper title	

^aUppercase

III. HELPFUL HINTS

A. Figures and Tables

Position figures and tables at the tops and bottoms of columns near where they are first discussed. Avoid placing them in the middle of columns or at the end of the paper. Large figures and tables may span across both columns.

Figure captions should be centered below the figures; table captions should be centered above. Figures and tables should be numbered consecutively throughout the text. Avoid placing figures and tables before their first mention in the text. Use the abbreviation "Fig. 1," even at the beginning of a sentence.

Figure axis labels are often a source of confusion. Use words rather than symbols. For example, write “Magnetization,” or “Magnetization (M)” not just “M.” Put units in parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization (A•m⁻¹.)” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (10³A/m).” Figure labels should be legible, about 10-point type.

Only high definition black and white or grey scale photographs should be submitted with your manuscript.

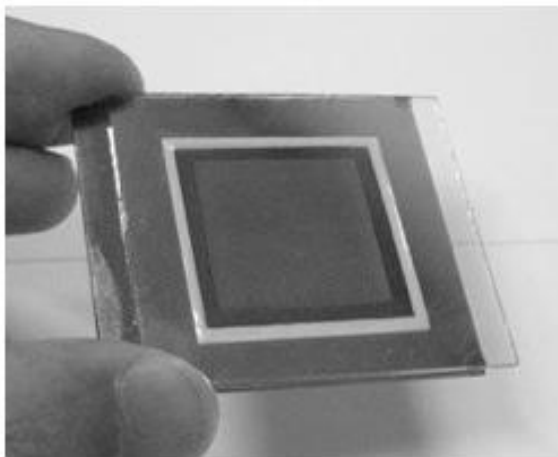


Fig. 1 An example of photographs [1]

B. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a dash (-) rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence, as in

$$a + b = c \quad (1)$$

Symbols in your equation should be defined before the equation appears or immediately following. Use “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ...”

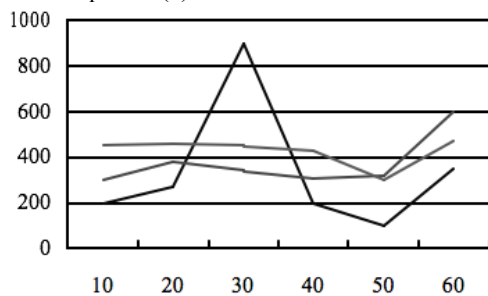


Fig. 2 An example of figures [2]

C. References

The first time a particular source (article, book, etc.) is cited in the text it should be assigned a number and placed in the list of references at the end of the paper. Each time this source is cited in the text it should be referred to by its original number. Number citations consecutively in square brackets [1]. Punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Use “Ref. [3]” or “Reference [3]” at the beginning of a sentence: “Reference [3] was the first ...”

Arrange the references in alphabetical order or in order of appearance in the paper.

Give all authors' names; if there are three authors or more use the name of the first followed by “et. al.”

D. Footnote

Number footnotes separately in superscripts like this¹. Place the actual footnote at the bottom of the column in which it was cited. Footnotes should be separated from the text by a line. Do not put footnotes in the reference list. Use letters for table footnotes (see Table I).

E. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even if they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

IV. UNITS

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as “3.5-inch disk drive.”

V. SUBMISSION PROCEDURE

A. Sending by e-mail

In case of submitting by e-mail, please send your abstract with an abstract submission form. **The abstract submission form** should be provided on online at the symposium website and via e-mail.

E-Mail to: Secretariat, TOIN BME International Symposium 2021 e-mail : isbme@toin.ac.jp

B. Sending by post mail

In case of sending by mail, please send the printed copy of your abstract and an abstract submission form, and also the Word file (or compatible format) saved in a CD-R.

Mail it to: Secretariat TOIN BME International Symposium 2021 TOIN University of Yokohama
1614 Kurogane-cho, Aoba-ku, Yokohama Yokohama 225-8503, JAPAN

Telephone: +81-45-972-5881 Fax: +81-45-972-5972.

REFERENCES

- [1] A. Einstein and W. E. Pauli, *No Time to be Brief*, Springer, Berlin, **109**, 886 (2001).
- [2] J. W. Pauli, *The Interpretation of Nature and the Psyche*, Random House, San Francisco, **3**, 490 (2001)

¹ This is how a footnote should appear.