

Verdana, 10 pt, Bold



Use FOLENS logo as this is

*Report of Overseas Field Training  
FOLENS Program  
Tokyo University of Agriculture and Technology*



← Three lines

**Title of your Overseas Field Training** ← Arial, 14 pt, Bold

← Two lines

Your name

School grade, Name of Department, Name of Graduate School Times New Roman, 12 pt

Destination and period: ○○, ○○, ○○-○○

← One line

Key words: ○○, ○○, ○○, ○○, ○○

← Two lines

Times New Roman, 11 pt, Bold

**Abstract (approximately 200 words)**

Summarize your activity including destination, purpose, fruit and conclusion. Specify your aim, conclusion, and future vision.

← Two lines

**(1) Contents and activities during the overseas field training (less than 600 words)**

Title of your Overseas Field Training (filled in the proposal form), names of the counterparts and professors, training schedule, training content have to be clearly written. Then, specify environmental issues in the area, its relation to local society, their lifestyle, your field training content and Japan's stand point are to be mentioned.

← One line

Times New Roman, 11 pt

**(2) Findings and achievements obtained, significant experiences and lessons (less than 600 words)**

How you make the experience practical to your master or doctor course study as a field-oriented leader in environmental sectors in Asia and Africa. Give us good points and suggestions how can overseas field training be much better one from your actual experiences.

← One line

**(3) Achievements and its future vision (less than 400 words)**

How can you apply the achievements, lessons and what you learned to your future vision and career as a field-oriented leader in environmental sectors? How does your future vision contribute to environmental problems and international cooperation?

← One line

**(4) Acknowledgement**



Margin 20mm

Margin 20mm

**(5) References**

← One line

Supervisor / instructor name

(Supervised by ○○)

## < Points to notice >

### (1) Font and font size

Title is in Arial font and the other part is in Times New Roman font. Font size is, in 14pt for title, in 12pt for your name, affiliation and key words, in 11pt bold for caption, and in 11pt for main text. In addition, use Verdana, 10 pt, italic bold font for “Report of Overseas...and Technology” and FOLENS logo as shown in the left and right top in the first page.

### (2) Total length, linefeed and margin

The total length of the report should be 3 to 5 pages using A4 size of the paper. Insert line feed before the following caption. Adjust the margins 20mm for right and left sides, and 25mm for top and bottom.

### (3) Figures, tables and pictures

Use 3 or more figures or tables or pictures and place them at a suitable location. Title has to be given under the figure and picture and above the table. Sequential number is needed for figure and picture, and table, respectively, and also write the number in the text as (Fig.1) or (Table 1). Paste pictures with resolution of approx. 300 dpi.

### (4) Destination, period and key words

Write down your counterpart (university, institute and so on), destination country and travel duration (ex. 10, Sep. - 22, Sep, 2010). Provide key words of your report within 5 words.

### (5) References

Insert references in the text as (Author, 2010). Put references in alphabetical order of first author's family name in the list. If the family names are same among the literatures, follow given name's alphabetical order secondly and publishing year thirdly.

Examples are shown as follows.

#### Article

Author(s) (published year) Title of the article, *Journal*, Volume (Issue), ○-○.

Isobe,T. and Takada,H. (2004) Determination of degradation products of alkylphenol polyethoxylates in municipal wastewaters and rivers in Tokyo, *Environmental Toxicology and Chemistry*, 23, 599-605.

#### Book

Editor or author(s) (published year) Title of the book, ○pp., Publication office name, Publication office location.

(show total page in ○pp.)

#### Part of a book

Author(s) (published year) Title of the part, ○-○, Editor (Ed.), Title of the book, Publication office name,

Publication office location.

Newspaper article

News paper company name (published year of the article) Title of the article, Date of issue, Morning paper (or Evening paper), Version, Page.

Web site

Site creator, Title of the page, URL, (Access date: 30, Aug., 2010)

(Basically, public and official ones only are available to cite. Access date is necessary.)