

Description Guidelines for Student Works and Research Panel Data

Our office collects *Student Works and Research Panel Data* through the **Student Works and Research Archive Website**, mainly focusing on undergraduate and master's graduation works and research.

Please prepare your panel using the guidelines below and submit it **by Friday, February 27.**

1. You may choose one of the three formats.

You may change the layout except for the header and footer.

2. **Information You Must Include**

Below is the list of required items (①–⑫). **The notation should be English.**

- ① **Title of the work / Research:**

- No limit on character count.

- If you have a subtitle, write it below the title.

- ② **Your Name:**

Write in this order: First Name – Last Name – Middle Name (if any).

- ③ **Year of enrollment:** "20xx enrolled"

Affiliation (Course / Department)

- ④ **Classification:**

Fill in the form by choosing from among graduation research, master's research, competition, project proposal, etc.

- ⑤ **Works, etc.:** work, thesis

- ⑥ **Production year:**

Write "FY 20XX" in four digits.

- ⑦ **Outline of the assignment:**

Repair of cultural properties, musical performance, video, etc.

(Write the assignment so that we can understand the content.)

- ⑧ **Awards, etc.:**

-Indicate if this work has received any awards. (e.g., Grand Prize at XX Competition).

-If there isn't enough space to fill in or it has received multiple awards, enter them in the ⑫.

(How to fill in 1-8)

1. Title(65pt)

Subtitle(36pt)

2. Geiko Taro(32pt) 3. Enrolled in 2014 | Department of Acoustic Design(18pt)

4. Classification: graduation research, master's research, competition, project proposal, etc.

5. Work, etc.: work

6. Production year :2017

7. Outline of the assignment: video, musical performance, etc.

8. Awards, etc.: xxx awards, etc.

- ⑨ **Summary of the Work / Research:**

-There is no limit to the number of words.

-Written in a way that non-specialists can understand.

- ⑩ **Images / Figures:**

-Include 2–5 images related to your work.

- Do not use images that violate copyright or portrait rights.

- ⑪ **Captions for Images:** About 40 characters each

- ⑫ **Storage Information and Awards:**

- Write where the physical work (models, DVDs, etc.) is stored.
- Write any awards received (multiple awards accepted).
(Example 1) XX model is stored in XX (as of yyyy/mm/dd)
(Example 2) XX Award, 2018, XX conference

3. **Fonts and Sizes**

Use the following fonts:

- Items ①–⑧, ⑪, ⑫: MS P Gothic
- Item ⑨: MS Gothic

Font sizes:

- ① → 65 pt
- ② → 32 pt
- ③ → 18 pt
- ④–⑧ → 16 pt
- ⑨ → 22 pt
- ⑪, ⑫ → 16 pt

4. **Submission Method**

Check the Submission Manual on the Archive Website.

5. **Notes**

- Please check the sample data on the Archive Website for reference.
<https://www.student-works.design.kyushu-u.ac.jp/?l=en>
- Make sure your work follows all copyright and portrait rights regulations.