Important notes:

1. Use this format to produce your report. Start writing from the following page. Use “Times New Roman” font only. Do not alter the format, font type, font size, or alignment.
2. Your report should consist of three pages, with the main text in first two pages and two photographs in the third page. You may also insert tables and charts into the main text. However, the two photographs should be placed on the designated area in the third page of this format.
3. The main text should consist of four sections: research background, research purpose, results/achievements, and plan for further research. You may also add notes and references if necessary. Maximum length of the main text is 400 words.
4. The report should be checked by your main supervisor.
5. Submit the report to Shien Office (shien＠asafas.kyoto-u.ac.jp) by e-mail including your main supervisor in “cc”.
6. The file name should be “2022Report-Your Name-E.”
7. Use "Report for Overseas Explorer Program (Your Name)" as the email subject heading [e.g. Report for Overseas Explorer Program (Sarina.Koga)] when you send the report. (In the case your explorer program is domestic, please change Overseas to Domestic.)
8. Send the report from the official email address of Kyoto University
9. Do not forget to submit the original JPEG files for your photographs, too. Submit clear image of your charts, if any.

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| **Research Title** |
|  |
| Your name  Enrollment year:  Country visited:  Research period: dd/mm/yyyy to dd/mm/yyyy |
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| Keywords: |
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**Research background**

Start writing your report here.

**Research purpose**

Start the second section here.

**Results/Achievements**

Start the third section here.

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| Table 1: title here | |
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**Plans for further research**

Start the last section here.

**References (if any)**

\* You may also insert footnotes[[1]](#footnote-1) if necessary.

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| Insert Photograph 1 here  (Do not forget to submit the original JPEG file, too!) |
| Photo 1 caption here |
|  |
| Insert Photograph 2 here  (Do not forget to submit the original JPEG file, too!) |
| Photo 2 caption here |

1. To create a footnote, go to menu, select “Reference” and then “Insert Footnote.” [↑](#footnote-ref-1)