**Description of ZE2020 Achievement Report**

**(Bold, Times New Roman 18pt)**

Author A 1，Author B2，Author C1,2 (Times New Roman 11pt)

1 Department of YYY, XXX University

2 Institute for YYY, XXX University (Times New Roman 11pt)

1. **Layout and file settings**

This page presents instructions for preparing the Achievement report of Zero-Emission Energy Research, Kyoto University. All reports should be submitted as a MS-Word file (.docx) using the following guidelines. The length must be two pages including figures and tables. The Achievement report book will be printed in black and white or grayscale. Please use ISO A4 (210 mm × 297 mm) size paper, making sure that there is a margin of 20 mm on top/bottom/left/right sides. As the default setting of this file, we recommend embedding all the fonts used in your report.

Title should be center aligned with Times New Roman font in 18pt boldface. Author and Affiliation lists should be in Times New Roman font in 11pt size. Mark affiliations using superscripted numbers (starting from 1).

Please list your partner IAE researcher as a co-author of the report. This MS-Word template provides you required formatting specifications.

1. **Main text**

In the main text, Times New Roman font in 11pt size and 1.0-1.2 line spacing should be used. Use Symbol font for Greek letters. Samples of tables, figures, equations, and references can be found below.

Please submit two-pages report. Section numbers can be omitted.

Leave a space at the beginning of a new paragraph.

1. **Figures and tables**

Times New Roman font in 10pt should be used. For figures and tables, please follow the style below. These items may be in color, but the report will be printed in black and white or grayscale.

Fig.1. Times New Roman 10pt for figure caption



Table 1. Times New Roman 10pt for table caption

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1. **Lists of papers and oral presentations**

Please list papers and oral presentations related to joint research. We may further ask you to submit abstracts of some of the papers in the future when required from the Ministry of Education, Culture, Sports, Science and Technology (MEXT). We would appreciate your cooperation.

Please list the following research achievements:

[List of papers]

Authors, Title, Name of the journal, Volume number, Pages, Publication year and date, Paper status (Published, in Press etc.)

[Awards, Press release]

Award title, Award organization (or Society), Awarded year and date, Name of awardee, Title of awarded paper (co-authors etc.)

[List of oral presentations]

Presenting author’s name, Presentation title, Invited or International lecture, Approximate number of participants, Conference name, Date, Venue, Poster or Oral

\* Please fill the above information in the attached Excel file and also in this Achievement report.

\*When reporting outcomes, one of the following sentences must be added: “This work is (was) supported by the Joint Usage/Research Program on Zero-Emission Energy Research, Institute of Advanced Energy, Kyoto University (Reference No.).” or “This work is (was) supported by the ‘ZE Research Program, IAE (Reference No.)’.”

\*We may further ask you to submit abstracts of some of the papers in the future when required from the Ministry of Education, Culture, Sports, Science and Technology, MEXT.

1. **Submission of your report**

Please submit your report by **Friday, 22 January, 2021** to [**ze-report@iae.kyoto-u.ac.jp**](mailto:ze-report@iae.kyoto-u.ac.jp) (We would definitely appreciate your submission by the due date.)

When sending your report, please rename your file “ZE2020 report\_Reference Number\_Name of principal researcher”, e.g. “ZE2020 reportA20LastnameFirstname”. Your email subject should also be the same as your file name.

1. **Publication**

Your report will be published as part of the ZE2020 Joint Research Report on our website and booklets. The booklets will be printed and sent to principal researcher.

1. **Project abstract**

In accordance with your report, please send us the abstract of your project within 70 words by email, either in main text or by MS-Word file.