This is the guideline and an example for formatting the abstract to be submitted for JACET 56th International Convention (2017, Tokyo). The abstract should be only one paragraph of 300 words or less. Do not break the abstract into sections. Do not indent the first line. Do not include any graphics, images or special characters such as the copyright or registered trademark symbol because they can become garbled text. Do not include 2-byte characters—MS Word can automatically create them when copying text from another document. Some examples that can cause problems are double/single quotations and dashes. Your abstract will be published in the convention book exactly as you submit it, so check it very carefully. Failure to follow the abstract formatting guidelines may lead to rejection of your proposal.

Important! As the example above shows, follow the guidelines carefully:

1. **Use only ONE paragraph. Do not break it into sections**.
2. Keep it 300 words or less.
3. Do NOT indent the first line.
4. Do NOT include a list of references, graphics, images or special characters.
5. Check everything very carefully. If accepted, the abstract will be printed as submitted.