How to Write Usage Report

○Kentaro Bunshi, Myoko Okazaki (Institute for Molecular Science)

A usage report is expected to have following five chapters.

1. Page margins

|  |  |
| --- | --- |
|  | value |
| Top | 25mm |
| Bottom | 25mm |
| Left | 20mm |
| Right | 20mm |

1. Introduction
2. Methods

Application name(s) should also be described here.

1. Results

Please describe the details about results.

1. Talks and Posters

**THIS IS A REQUIRED CHPTER! You can write scheduled (not finished) presentations here.** If you don’t have any scheduled plans, write “N/A”, “None”, or “Nothing”. Please add filled/black star sign (★; U+2605 or U+22C6) for the items where the results obtained with RCCS supercomputers were used. (If you have troubles in typing a star sign, please use black spade (♠) or club (♣) instead. In case all those marks do not work correctly, underline the item.)

1. Publications

**THIS IS A REQUIRED CHAPTER! You can write submitted or planning ones (papers, reviews) here.** If you don’t have any plans for now, write “N/A”, “None”, or “Nothing”. Please add filled/black star sign (★; U+2605 or U+22C6) for the items where the results obtained with RCCS supercomputers were used. (If you have troubles in typing a star sign, please use black spade (♠) or club (♣) instead. In case all those marks do not work correctly, underline the item.)

Note: research papers and other publications containing results obtained on RCCS should include proper acknowledgment to RCCS. This is a very important point for the operation and management of RCCS.

Sample acknowledgment text:

The computation was performed using Research Center for Computational Science, Okazaki, Japan (Project: 24-IMS-C999).

Please check <https://ccportal.ims.ac.jp/en/acknowledgement> for further information about acknowledgement.

Format (General)

We recommend you to use this template file. In case you don’t use this template, please follow the rules below.

* 1. Page size: A4 portrait



1. Sample
   1. Page margins: see Table 1 in the previous page.
   2. Number of pages

It depends on the assigned CPU points to your group.

≤ 240,000 points: 1 page

240,001 – 2,400,000 points: 2 pages

≥ 2,400,001 points: 4 pages

For cluster-apply project (“専有利用” in Japanese) groups: number determined by CPU points (see above) + 1 page.

* 1. About fonts

In case you want to use non-standard fonts, please embed them in the file when you create PDF file.

Recommended fonts:

“Times New Roman”, “Helvetica”, “Arial”, “Symbol”

Format for each Component

* 1. Title (project name)

14 points, centered, sans-serif letters format should be employed. (In case there is also a Japanese title, write Japanese one before the English one; see Japanese template file.) The title must be the same as the one in application form. However, you can add subtitle in case the original title is clearly not suitable for the report. Please use 12 points sans-serif letters for the subtitile.

“Title – Usage Report” style designed for this purpose.

* 1. Author names

12 points serif letters should be used for the authors list. All the members (including the ones added after the submission) must be listed in comma-separated manner. The name of representative must come first and a white circle sign (○; U+25E6 (white bullet) or U+25CB) must be added before the name. (If you have difficulties in typing white circle, underline the name of the representative.) After the author list, add the list of affiliation in parenthesis. “User names – Usage Report” style is the predefined style for this item.

Example (newline can be added between author and affiliation lists):

○Kentaro Bunshi1, Myoko Okazaki2

(1Institute for Molecular Science, 2Research Center for Computational Science)

* 1. Chapter Heading

12 points serif letters should be used. Chapter number should be added before the heading, where chapter number and heading should be separated by two spaces. It is recommended to use “Chapter Heading – Usage Report” style.

* 1. Section Heading

10 points serif letters should be used. The section number should be described as (chapter number).(section number) (1.1 for example). The section number and heading should be separated by two spaces. It is recommended to use “Section Heading – Usage Report” style.

* 1. Main text

10 points letter should be employed. Please use “main – Usage Report” style.

* 1. Figures and Tables

You can attach figures and tables to the report. The font type should be the recommended one (see above) and the font size must not be larger than 12 points. Figure titles should be placed below the figure and be written in 10 points letters. Table title should be placed above the table and be written in 10 points letters. Colored figures are allowed (since Center Report is published online now; some of copies might be printed in monochrome, though.)

“Figure Title – Usage Report” and “Table Title – Usage Report” styles might be useful for this purpose.

* 1. List

Please use 10 points letters. “List Item – Usage Report” style may be useful.

* 1. References

References chapter can be added. The chapter heading should be “References” written in 12 points serif letters, where chapter number should NOT be added. For each item of references should be written in 10 points letters. Reference items should be marked with [1], [2], and so on.

How to Submit Usage Report

* 1. Deadline

**Jun 1, 2025 (Sun)**

If the report is not submitted by this date, the report won’t be included in the Center Report.

* 1. What to Submit

PDF version of the Usage Report.

* 1. File name

If possible, please set file name to “report2024-(group ID).pdf”.

* 1. Where to Submit

Login to NINS Open Use System (NOUS) first. You may find the corresponding project in the list of “approved” or “completed” projects. Then, click “upload” button of that project. <https://www.nins.jp/site/nous>

Request on publishing research results

Research papers involving the center name (Research Center for Computational Science) and project IDs (e.g. 24-IMS-C999) will be automatically detected by the NOUS system. In this case, NOUS will send a message to the representative of the project. Please follow the guide and approve your paper. The registered papers will be listed in our "Center Report" and is taken into account upon reviewing process.

Please check <https://ccportal.ims.ac.jp/en/acknowledgement> for further information about acknowledgement and project IDs.

In case you couldn't add project IDs to your papers, NOUS can't find that article automatically. Please register your paper manually on NOUS (see below). Articles without acknowledgement to RCCS do not need to be registered.

* 1. When to register

anytime.

Items registered after the deadline (Jun 1) will be involved in the next year's RCCS Center Report.

* 1. What to register

DOI, title, year, author, journal

* 1. Where to register

You can find the form in NOUS. There should be "output" button in your approved/completed projects list in your MyPage.

<https://www.nins.jp/site/nous>

* 1. Note

In principle, you don't need to send PDF files of papers to us. However, we might ask you to do so in some cases to confirm acknowledgement text.