

IF POSSIBLE: SINGLE ROW HEADLINE WITH MAX. 65 CHARACTERS

Please send us a recent photo of yourself fulfilling following criteria:

- Jpg, tiff, or png file only
- At least 800 x 800 pixels, larger is OK
- You should be visible from the front
- The photo must not be blurry, focus should be on the eyes
- Shoulders and head fully visible, meaning that both arms are visible in their full width, preferably up to mid upper arm and the head (as well as your hair) is not cut off – see example.
- Appropriate dress (not too casual)
- No trees or lamp posts sticking out of your head, no shadows on the wall behind you, no reflections on glasses, etc. DO NOT embed the photo into a Word document or e-mail.



JANE DOE

Discipline: [Chemist](#)

Institute: [Centre for Molecular Biology Heidelberg \(ZMBH\), University of Heidelberg, Heidelberg, Germany](#)

Supervisor: [Prof. John Doe](#)

Nationality: [xyxyxyxy](#)

Please state:

1. Your full name (first name and last name)
2. Your discipline (personalised, i. e. "biochemist", not "biochemistry"); your highest academic degree (MSc, Diploma, etc.) – please leave out the others!
4. Official name (PLEASE CHECK ON WEBSITE) of your university / institute in English (if that does not exist: the official name of the university in the national language), including the official abbreviation in parentheses; the city, even if already included in the university's name; the country (within the US: please name the state in abbreviated form, also).
5. The name of your supervisor (please note: we do not use "Prof. Dr", but only "Prof."). We will name only the supervisor(s) evaluated during the application process.

Continuous text:

max. 5,000 characters including spaces AND references. For tips on writing and more detailed information see next pages.

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References:

Please denote shared first authorship with an „*“.

REFERENCES

1. Last name, X, Xxxxx, I, Xxxxx, Xxxxxy X, Yxyxyxyx Z, Oxxxxx O (0000) Title xx XX xxxxxx. *Journal xy*. 000: 123-456
2. Last name, X, Xxxxx, I, Xxxxx, Xxxxxy X, Yxyxyxyx Z, Oxxxxx O (0000) Title xx XX xxxxxx. *Journal xy*. 000: 123-456

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Guidelines for Authors for their Project Descriptions for FUTURA

BIF FUTURA is a journal mainly for BIF founders, fellows, and alumni. The majority of its readers are biologists or biochemists. However, only a small number of them will be specialists in your particular area of work — so be sure to make your text understandable to a wide audience.

All texts are sent out to an experienced editor with a strong scientific background to ensure that they are comprehensible to the readers of FUTURA. To make the revision process as efficient as possible for you and our editors, please try and put yourself in the shoes of someone outside your field. Before submitting the abstract, it might be helpful to give it to someone to read who fits that bill. Also you may want to read the text out loud — wherever you stumble, most likely the text can be improved.

Three tips for good writing: short sentences, active voice and verbs (organize, not organization).

Preparing your document

- Please prepare your text in Microsoft Word — no pdf or Macintosh files.
- Submit the file via e-mail.
- No syllable division at the end of the line.

Writing your project description

- **The length of the text must not exceed 5,000 characters (including spaces and references).**
- The maximum length for the title is 65 characters.
- Please state your discipline, highest degree prior to your PhD, institute, supervisor, and nationality.
- Use British English throughout, written clearly and precisely.
- Begin with a short introduction, which should not exceed 20% of your text. This needs to be comprehensible to all scientists, e.g. physicists, biochemists, as well as to molecular biologists. Make it interesting! In about four to five sentences, introduce the reader to your field, and place your work in context of the known facts — eventually leading to the question(s) you aim to resolve. The introduction should answer the following questions: What field? Why is it important? What is known? What is not? What is controversial? What's your jumping off point? What will the results mean to the field, to the larger picture?
- The remaining part of the text should comprise a description of your project: its objectives, the questions you aim to answer and by which approaches, your experimental strategy, and your model systems and methods. Don't forget a conclusion (one to two sentences).
- Symbols and abbreviations: Please bear in mind that even scientists in related fields cannot keep abreast of the ever-increasing number of gene symbols or abbreviations in your field, so add the full name and a brief description (transcription factor xx; kinase yy).
- Please use the gene symbols approved by the nomenclature committee of your organism. The official symbol or name might not be the one used in your laboratory or in most papers, but an increasing number of journals (e.g. *Nature Genetics*) require their authors to use the approved name as do we (you may put the other name in brackets „also known as xy“). The following databases will help: www.genenames.org (humans), www.informatics.jax.org (mouse) and www.flybase.org (Drosophila).

- The maximum number of references is 10. Enumerate and list them in order of appearance at the end of the text using **the EMBO reference style, shortened to max. 6 authors, then et al (without period)** (<http://embor.embopress.org/authorguide#referencesformat>)

Please denote shared first authorship with an "*" .

Examples (formats like bold, italics etc. will be added in the layout process):

Journals:

Fröhlich H, Lustig I, Heiter KL (1994) Potentiation by ACE inhibitor. Proc Natl Acad Sci USA 361: 1679-1681

Articles in books:

Bohnenkamp KE (1992) Interaction between X and Y. In: Novel perspectives of genetics, Achten, S, Beutelspacher M (eds.), pp 37-47. Oxford: Oxford University Press

Books:

Sambrook J, Fritsch E & Maniatis T (1989) Molecular Cloning: A Laboratory Manual. Cold Spring Harbour Press, Cold Spring Harbour, New York, USA

The appropriate number of the reference should be referred to in the text, e.g.: ⁽¹⁾ or ^(1,4,12) or ⁽¹⁻⁷⁾.

Photo:

Please take the criteria mentioned in the style sheet above seriously, as we will get back to you and have you send us a different picture which takes a lot of your and our time and energy.

Remember, this will be the photo with which you introduce yourself to the BIF network.

Thank you very much for your time and effort.

The BIF team