

## 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 „\*“.

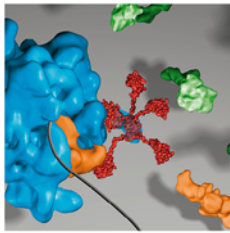
### REFERENCES

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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## Author guidelines project descriptions for the Futura journal

The BIF's Futura is a journal mainly for BIF's 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 wider 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 the 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 have someone read it 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.
- No syllable division at the end of the line.

### Writing your summary

- Keep to maximum length of 5,000 characters, including spaces and references
- Choose an understandable title, maximum length 65 characters
- State your discipline, your highest degree prior to your PhD, your institute, and your supervisor
- 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). Add the full name and a brief description when using abbreviations (transcription factor xx; kinase yy) – even scientists in related fields cannot keep abreast of the ever-increasing number of gene symbols or abbreviations in your field
- Use the gene symbols approved by the nomenclature committee of your organism, even if it is not the one used in your laboratory. You may put the other name in brackets „also known as xy“). The following databases will help: [www.genenames.org](http://www.genenames.org) (human), [www.informatics.jax.org](http://www.informatics.jax.org) (mouse), and [www.flybase.org](http://www.flybase.org) (Drosophila).
- The maximum number of references is 10. Please use the EMBO reference style for scientific review and reports, shortened to max. 6 authors, then et al (without period) (<https://www.embopress.org/page/journal/14693178/authorguide>)
- Shared first authorship should be denoted with an \*.



### **Examples for references**

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

### **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. We do not require you to go to a professional photographer, a mobile phone camera, a white wall, and a steady hand will usually do the job.

Thank you very much for your time and effort.

The BIF team