Please send us a recent photo of yourself fulfilling the 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 above.
- Appropriate dress (not too casual)
- Eyes in focus!
- 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 email.

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. The official name (PLEASE CHECK ON WEBSITE) of your university/institute in English (if that doesn’t exist: the official name of the university in the national language), including the official abbreviation in parentheses; the city, even if it is 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.

References:
Please denote shared first authorship with an „*“.

PUBLICATIONS

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Author guidelines result summaries 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 2,400 characters, including spaces and references
- Choose an understandable title, maximum length 85 characters
- State your discipline, your highest degree prior to your PhD, your institute, and your supervisor
- Use British English throughout, written clearly and precisely
- Describe the context and the problem (one to two short sentences), present the most important results, and mention the model systems and methods by which you achieved them. In the final sentence, explain the impact of the results to the field. The reader should have understood what you did, why you did it, how you did it, what your results were, and why they are important, e.g. meaning what implications your result has for the field.
- 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 (human), www.informatics.jax.org (mouse), and www.flybase.org (Drosophila).
- Be sure to list your own project-related publications (up to three, only works published or in press. Please also let your editor know whether you have a paper in the pipeline that will reach that status within the next three months. 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)


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