



Note: If you are a first-author of a submitted or accepted manuscript, please send us the manuscript. You don't have to write a 30-month report.
If not, continue reading...

Guideline for the “30-month report”

Konstanz Research School Chemical Biology

The aim of this exercise is to train scientific writing which is essential for further career development of any scientist. The format of the report can be freely chosen, but your report should contain the following sections:

- Introduction
- Results achieved to date
- Discussion

If you decide to write the report like a scientific manuscript you find useful tips for the structure of the manuscript on page 2 or you consult “guide to authors” of scientific journals to get more detailed information about other manuscript styles.

Please send the completed report to the KoRS-CB office as a pdf via e-mail (chembiol@uni-konstanz.de)

Guide for manuscript preparation

General format

Please use 'Times' font at 12 point size for all text pages, 'Symbol' font for non-Latin characters, and 'Arial or Sans-serif' font for lettering on figures. 'Courier' font may be used for sequence data. Line spacing should at least be 1.5 but ideally double spaced throughout. Number each page at the bottom to aid the review process (Title page is 1).

Manuscripts should be divided into the following sections:

- Title page
- Abstract
- Introduction
- Results
- Discussion
- Materials and methods
- Acknowledgements
- Figure legends
- References
- Figures
- Tables
- Supplementary information

Title page

The title should be short and informative, and should not contain any abbreviations. The total length of the title should not exceed 100 characters (including spaces).

The full name of each author should be given. Numbers in superscript should be used to indicate the department, institution, city with postal code and country, for each author. Any changes of address may also be given in numbered footnotes. It is possible to name more than one author as the correspondent of a published article at the time of submission, however, it is important to indicate only a single author to whom all correspondence is to be addressed, together with an e-mail address, telephone and fax numbers.

Up to five keywords, which may or may not appear in the title, should be given in alphabetical order, below the abstract.

Abstract

This should be a single paragraph not exceeding 175 words. The Abstract should be comprehensible to readers before they have read the paper, and abbreviations should be avoided. Reference citations within the abstract are not permitted.

Introduction

The Introduction should be succinct and without subheadings. It should not attempt to provide a comprehensive review of the specific field. It should however clearly lay out the necessary background information, including broad citation of the relevant primary literature.

Results

This section should each be divided by subheadings.

Discussion

This section should each be divided by subheadings.

Materials and methods

This section should contain sufficient detail so that all experimental procedures can be repeated by others, in conjunction with cited references. We encourage further detailed descriptions of methodology or additional materials to be included as Supplementary Information. This additional information should, however, not be of immediate importance for the understanding of the manuscript, and it is not permissible to move the entire "Materials and methods" section into the online supplement.

Acknowledgements

These should be placed at the end of the text and not in footnotes. Personal acknowledgements should precede those of institutions or agencies. We also encourage that individual contributions of each author be specified in this section.

Please note item 2 of our "General Conditions": In publications whose findings were achieved with the assistance of the Konstanz Research School Chemical Biology the Graduate School must be mentioned in a suitable place.

References

Please use a single style for citing relevant references. We recommend to consult the guide to authors of scientific journals relevant for your (e.g. Chemistry – Eur. J.; J. Biol. Chem., EMBO J., etc.) and to use a reference management software (e.g. EndNote)

Figure Legends

All symbols and abbreviations used in the figure must be defined, unless they are common abbreviations or have already been defined in the text. Experimental details should, where possible, be given in the Materials and Methods section, and not repeated in the figure legends.

Figures

Figures should be labelled in consecutive Arabic numerals (1, 2, 3,).

Tables

Tables should be typed on separate sheets and numbered consecutively with Roman numerals (I, II, III, IV,). Tables should be self-explanatory and include a brief descriptive title. Footnotes to tables indicated by lower-case superscript letters are acceptable, but they should not include extensive experimental detail.

Supplementary information

Supplementary information is peer-reviewed material directly relevant to the conclusions of an article that cannot be included in the printed version owing to space or format constraints. We encourage that all supporting material otherwise referenced as 'data not shown' be included in this section. Supplementary Results and Discussion sections are not permitted.