

2008 GUIDELINES - SCIENTIFIC REPORT & THE SKAGGS INSTITUTE REPORT

SUBMITTING YOUR REPORT

Your Scientific Report submission will be due on or before Friday, May 9, 2008 at noon.

Your Skaggs Institute Scientific Report submission will be due on or before noon, Friday, September 5, 2008.

You may submit your reports on disk or via email.

To submit on disk:

1. Submit your disk and printed copy(ies) to your departmental administrator no later than Friday, May 9, 2008 at noon.
2. You may submit your electronic file on a CD.
3. Include printed copies of the word-processing file and all figures. Instructions for figures are detailed under the section "Illustrations & Computer-Generated Artwork."
4. For the Scientific Report, submit your disk and printed copy(ies) to your departmental administrator no later than noon, Friday, May 9, 2008. For the Skaggs Report, submit all materials by Wednesday, September 5, 2008, to Janette Lundgren (MB-26), administrative manager of the Skaggs Institute.

To submit via email:

1. For the Scientific Report - submit your report as an attached document to jcoury@scripps.edu no later than noon, Friday, May 9, 2008. Please do not embed the file in the email. Figures, if not too large, may be submitted attached to the same email. Larger figures may be uploaded to the Scientific Report ftp site. Instructions for the ftp of figures are located under the section "FTP Graphic Files."

Printed copies of the file and figures must also be sent to your departmental administrator no later Friday, May 9, 2008 at noon.

2. For the Skaggs Report - submit your report as an attached document to lundgren@scripps.edu. Please do not embed the file in the email. Figures, if not too large, may be submitted attached to the same email. Larger figures may be uploaded to the Scientific Report ftp site. Instructions for the ftp of figures are located under the section "FTP Graphic Files."

Printed copies of the file and figures must also be sent to Janette Lundgren (MB-26) by Friday, September 5, 2008.

3. If you submit by email, please name your file with the PI's last name and department. Example: schmid.cb. (File-naming procedures are detailed under the section "File Names.") Reports and figures submitted without the PI's name and department as part of the file name cannot be accepted.

REPORT LENGTH

As in previous years, a word limit will be imposed on the length of the reports. If your report is too long, it will be returned to you for editing to the correct length. Limits are as follows:

- Full professors, 800 words
- Associate professors, 600 words
- Assistant professors, 400 words

These word limits do not include the titles of the reports, staff listings, captions/legends, or publication lists. Adjunct faculty will not be invited to publish a report except in those very few cases in which such persons hold grants of their own and/or spend considerable time working in the laboratories with TSRI staff.

For groups of investigators who wish to prepare joint submissions, the word limit will be the sum of the allotments of all the staff members within the group. (For example, a group consisting of one full, one associate, and three assistant professors will have an allotment of 2600 words.) Reports that are too long will be returned for editing.

NOTE: Reprints of abstracts (or parts of abstracts) of previously published journal articles will no longer be accepted as all or part of your report. If it is discovered that you have submitted such material, your entire report will be rejected, and you will not be given the opportunity to rewrite it. Previously published tables and figures are still acceptable so long as we have permission from the copyright holder to reprint them. It is your responsibility to secure any permissions needed.

FILE NAMES

The file name should be the last name of the head of the lab or the author of the report, followed by an extension identifying the department or institute: Example: schmid.cb

Use the author's first initial only if there are two or more individuals with the same surname at TSRI (e.g., iwilson.mb, cwilson.imm).

canb	Cancer Biology	gen	genetics	mind	Molecular & Integrated Neurosciences
cb	Cell Biology	imm	Immunology & Microbial Sciences	molther	Molecular Therapeutics
chmphys	Chemical Physiology	inf	Infectology	nb	Neurobiology
chm	Chemistry	mb	Molecular Biology	sk	The Skaggs Institute
cnad	Committee on the Neurobiology of Addictive Disorders	mem	Molecular & Experimental Medicine	tri	Translational Research Institute

FIGURE NAMES

The figure file name should be the last name of the head of the lab or the author of the report, followed by the department abbreviation and then the figure number and file extension:

For example: Figures for Dr. Smith in Cell Biology should be named in this manner:
smith.cb.fig1.tif or smith.cb.fig2.eps

CONVERSIONS

All text will be translated into WordPerfect for Windows for editing purposes. If you are using WordPerfect or Microsoft Word (any version), your text will require no special processing and you should prepare it as you would any document, including the use of any symbol sets you may have.

FORMAT

The format will be the same as last year, so you might want to take a look at the 2006 report before you begin. Please observe the following guidelines in preparing your lab's section.

The entire contribution from each laboratory should be put into a single file that includes the following:

- TITLE of the overall submission
- STAFF - list of the scientific staff
- TEXT
- CAPTIONS/LEGENDS (if any)
- List of PUBLICATIONS
- INDEX TERMS/KEY WORDS
- STAFF AWARDS AND ACTIVITIES (if any)

TITLE

Use uppercase and lowercase for titles. Please be brief and do not use complete sentences for titles.

STAFF

List all names with initials followed by last names. Please be sure there is not a space between initials (e.g., R.L. Lerner, not R. L. Lerner). Do not add academic degrees. Include the affiliations (institution plus city and state or city and country) of all visiting investigators (mark these names with asterisks).

TEXT

1. Please spell out all acronyms, (except DNA and RNA), at first use or provide a brief definition of the term or why it is important.
2. Leave in codes for bold, centering text, superscript, subscript, and italics.
3. Use double hyphens for dashes.
4. Do not double space after periods.
5. If you have the capability to print Greek characters and diacritical marks, by all means do so. However, if you don't, simply type them out in square brackets at the appropriate points in the text, for example, [gamma], [DELTA].

– Do the same for diacritical marks if you know the name of the mark (e.g. [umlaut a]) or just mark them on the hard copy.

– Please use a highlighter on your printout to call attention to any symbols or special characters in the text.

6. Use your default margins and, if possible, do not justify or hyphenate the text (except for words normally written with hyphens).

7. Do not use hard spaces between words; these often cause problems when converting from one word processing format to another.

8. Please double space all text.

9. Do not indent paragraphs and do not separate paragraphs with an extra hard return.

10. Don't use hard returns in the body of the text except at the end of paragraphs (i.e., use word wrap).

11. If you are including illustrations (figures or tables), be sure each one is cited in the text.

12. Please do not embed illustrations, figures, or tables in the text document. They should be sent in separate files.

INDEX TERMS/
KEY WORDS

Please list a few terms or key words that can be used for the subject index. Note them separately at the end of your report. Please limit your list to 10 words or short phrases. Keep in mind that the purpose of the index will be to enable readers to locate who is doing research in a certain major area. In particular, be sure to include the name of any disease(s) to which your lab's work relates, as well as pathogens and other microorganisms you are working on. These words will also be used to generate an index that will be made available to philanthropic organizations and to our partners at Pfizer. Additional words will be added during the editing if they appear necessary in the overall context.

CAPTIONS/
LEGENDS

Figure captions and legends should follow the text and should be in bold so they can't be mistaken for text. Illustrations can be printed in color.

STAFF AWARDS
& ACTIVITIES

Staff activities will generally be restricted to awards, named lectures associated with awards, and journal editorships. All other activities such as service on committees and talks given at may or may not be included, depending on the information supplied.

PUBLICATIONS

Please try to format references as shown in the following examples. Reformatting references to fit the style of the Scientific Report is the single most time-consuming part of preparing this publication for printing; anything you can do to speed up the process will be much appreciated.

- Books or book chapters

McFarlan, R.I., Sutcliffe, J.C., Lerner, R.A. Localization of the immunodominant domains of rabies virus glycoprotein. In: *Modern Approaches to Vaccines*. Chanock, R.M., Lerner, R.A. (Eds.). Cold Spring Harbor Press, Cold Spring Harbor, NY, 1984, p. 139.

- Journals

Karplus, T.E., Ulevitch, R.J., Wilson, C.B. A new method for reduction of endotoxin contamination from protein solutions. *J. Immunol. Methods* 105:211, 1987.

- Web site references

Bandeira, A., Dembic, Z., Fuchs, E., Green, D., Langman, R., Schaffner, K., Weigle, W.O. Models of immunologic tolerance: sense of self. In: *HMS Beagle: A BioMedNet Publication [online serial]*. Issue 12 (June 27), 1997. Available at <http://biomednet.com/hmsbeagle/1997/12/cutedge/>

Reed, S.I. Cyclin E: In mid-cycle. *BBA, Reviews on Cancer [online serial]*. 1287:151, 1996. Available by e-mail at sreed@scripps.edu or online at <http://www.elsevier.nl/inca/publications/store>.

Please see last year's Scientific Report for additional examples of publication styles and for journal abbreviations or check Index Medicus or MEDLINE.

IMPORTANT
PUBLICATION POINTS

1. Articles that were listed as in press in the 2007 edition of the annual report should be repeated in the 2007 edition with full citations. Be sure to revise titles, et cetera, if needed. Otherwise, do not include any publications that were listed in previous editions of the annual report.

2. Do not include abstracts or articles in publications that are not peer reviewed. For journals without volume numbers, give date (month or month and day) of publication.
- 3 Do not include articles that have not yet been accepted for publication.
4. There is no space between initials in names, and initials always follow last names; this is the case for book editors as well as authors.
5. Note that there is no “and” before the last named author and/or editor in each reference. Please don’t include these if you are typing the references anew. If the references are already typed with the “ands” included, use a search-and-replace routine to remove them.
6. The expression “In:” in a book citation is italicized.
7. Do not include the full range of inclusive pages, but only the first page (both books and journals).
8. Be sure to include the name and location (city and state or city and country) of the publisher in book references. If they are omitted, the author will be queried for it later on. Use the U.S. location for any publisher that has an office in the United States, even if the main office is in another country (e.g., the location for Cambridge University Press is New York).
9. Articles in press should include the journal that has accepted the publication (e.g., J. Exp. Med., in press.).

ILLUSTRATIONS
AND COMPUTER-
GENERATED

Photographs and illustrative material will be accepted, and each investigator may submit up to two pieces (more for groups). All photographs and illustrations can be printed in color.

- PLEASE NOTE: Previously published tables or figures cannot be reprinted in whole or in part without permission from the copyright holder. Please secure permission from the copyright holder and send the permission along with your hard copy. (No permission is required to reprint figures and tables created by you for and published in earlier volumes of the annual report.)
- Please do not embed or place charts, tables, graphs, or illustrations in text files.
- The best way to submit computer-generated drawings and illustrations is as the computer files themselves. Artwork will be scaled to fit into a column format. Column width in the Scientific Report is 3.5 inches. Please submit the computer files as tif or tiff files whenever possible. The images should be 3.5 inches wide at a resolution of 300 dpi.
- If it is not possible to submit artwork as a computer file or if you are submitting charts, tables, and graphs, please submit your artwork in the form of a high-quality laser print.
- We are NOT able to accept artwork done in Canvas or PowerPoint. These formats do not have high enough resolution to look good in print. If you have artwork from these programs please submit it in the form of a high-quality laser print.
- Files that are saved as low-resolution pict files or low-resolution ps or screen-dump files cannot be used.

FILE FORMATS
NOT accepted

FTP GRAPHIC
FILES

To facilitate the transfer of graphic files, we request that you send the files via ftp to the machine: ftp.scripps.edu, and place the files in the directory /pub/incoming/sci-rpt. The full directory path on ftp.scripps.edu is /tsri/ftp/pub/incoming/sci-rpt. Files are invisible to you once they are uploaded. Please contact Jann Coury (jcoury@scripps.edu or call ext 48245) when you have uploaded files. Always send a laser printout of your artwork even if a computer file has been submitted.

When naming your files, please use the name of the principal investigator as part of the figure names. Do not use spaces or slashes in the figure names.

For example: Figures for Dr. Smith in the Cell Biology department should be named in this manner: smith.cb.fig1.tif or smith.cb.fig2.eps

QUESTIONS

If you have any questions, call Jann Coury at 48245 or email her at jcoury@scripps.edu.