

## **BCDB Rotation Report Format Guidelines - Instructions to Authors**

Following each rotation, a report that details the work carried out during the rotation must be prepared and submitted by the last day of the rotation period. This rotation report should be written in the form of a short manuscript, such as a *Science* paper. The goals of this report are to: 1) allow the student to reflect on the rotation project and what was accomplished, and 2) to provide the rotation mentor with a detailed record of the experiments carried out during the rotation.

### **Components of the Rotation Report**

**Abstract:** The abstract of the rotation report should succinctly summarize the purpose, outcomes and conclusions of the rotation. It should include a statement of the goal(s) of the rotation and should describe the general approach taken to achieve that goal.

**Introduction:** A brief overview of the broader problem that your rotation project addressed and how your rotation project fit into this big picture. The Introduction should also briefly overview other information (such as unpublished data from the laboratory) that is relevant to your project. The questions your project will attempt to address and/ or hypotheses to be tested should be specifically described.

**Methods:** This section should detail the experiments performed in sufficient detail that someone else in the laboratory could repeat the experiments and obtain the same results.

**Results:** This section should describe the results obtained. Figures should be used when they help to clarify data presented. Figures can be included in the body of the report next to the relevant text (note, this will use up your page limit more quickly!) or all together in an appendix

*Note*, the **Methods** and **Results** sections can be combined if desired.

**Discussion:** The Discussion should provide an interpretation of your results. What do your results add to what is known about the problem you are studying and how do they fit into the broader questions of interest in the field? What experimental steps should be taken next? If some aspect of the project didn't work, why and what alternate approach might you employ if you were to try it again?

**References:** A list of all literature cited in the text.

### **Format of the Rotation Report**

**General:** The report should be a maximum of 5 typed text pages including figures (if they are integrated into the text). References may be provided as an additional list and Figures/ legends may be added as a single appendix in addition to the 5 page limit.

**Cover Page:** The cover page should include the following information: Due Date; Title of the Report; Your Name; Name of the Rotation Advisor; Number of the Rotation. *Note*, your rotation mentor must sign and date the front cover of the hard copy of your report to be submitted to the

BCDB office.

**Text:** The text should be in a 12-pt font with 1.5 line spacing throughout and margins of 1 inch on the top, bottom and sides. Number all pages bottom center. Include your name, the name of the lab you rotated in and the rotation number in each header. Section headings should be included for the Introduction, Methods/ Results, Discussion, and References. Each heading should be centered and in bold font.

**Abbreviations:** Extremely common abbreviations can be used without definition. These include words such as DNA, RNA, SDS-PAGE, PCR etc. Other abbreviations should be written out the first time it is used and the abbreviation to be used thereafter placed in parentheses. For example: Green Fluorescent Protein (GFP).

**References:** Referencing need not be exhaustive. Use *Science* format for all references cited. Citations in the text should be numbered consecutively.

Sample journal article citation: D. Kirkpatrick, F. Solomon, *Genetics* **137**, 381-392 (1994).

**Numbers:** In the text, the numbers nine or less are written out except as part of a date, a fraction or decimal, a percent or a unit of measurement. Use Arabic numbers for those numerals larger than nine, except as the first word of a sentence; however, try to avoid starting a sentence with such a number.

**Figures:** Number figures consecutively using Arabic numerals (i.e., Figure 1). Figure Legends should be provided under each figure and should begin with the Figure number and a brief title (both in bold font) that summarizes the content of the Figure. The legend should describe the content of the figure but Methods need not be explained in detail if they are detailed in the text. All symbols used in the legend should be defined within the legend.

**Tables:** Number tables consecutively with Arabic numerals (i.e., Table 1). Tables should have a short descriptive title only. Additional information can be provided using lettered (superscript) footnotes.

### **Submission of the Rotation Report**

Rotation reports must be submitted by the deadline (typically the final day of the rotation period). You should submit:

1. An electronic copy (PDF or Word document) via e-mail to the Rotations EC member.
2. A printed copy with your mentor's signature/ date on the front cover should be submitted via e-mail to the Rotations EC member.

The time/ date of submission will be that of receipt of the electronic version. Note, large images can produce large files that cannot be sent by email! Try to keep files sizes to a minimum.