

JAX Grant Writing Style Quick Reference

For more specific information or questions, please contact Scientific Program Development

NIH Format: Arial (+Symbol), 11pt, 0.5 inch margins, single-spaced, black text

Figures in Microsoft Word: Use text box for legends. Legend text should be no smaller than 9pt. Bold figure number and title in legend. Group legend with figure (right click -> "Grouping"). Use Square text wrapping (right click -> "Wrap Text").

"Figure" should be spelled out in text and legend. Do not abbreviate as "fig". If not possible, be consistent.

Tables in Microsoft Word: Avoid inserting a table into a Word document as a table directly. Insert it into a text box. Alternatively, make the table in Excel, save as a pdf, then insert the pdf.

Headings: Try to limit number of heading levels. Three is ideal:

APPROACH

This is a heading in sentence case.

This is a subheading.

Avoid numbering headings except on very long (>12 pg) grants, and then do not number below the first or second heading level.

Numbers: Write out 'one' to 'ten', unless as part of a list with other larger numbers:

Three or four cats

1, 2, 8 and 16 cats

Commas: 123 cats 1234 cats 12,345 cats

JAX branding: Use only the following:

- The Jackson Laboratory (JAX)
- The Jackson Laboratory for Genomic Medicine (JAX-GM)
- The Bar Harbor campus; the Maine campus
- The Sacramento facility; the California facility
- The Farmington facility; the Connecticut facility

Less common:

- The Jackson Laboratory for Mammalian Genetics (JAX-MG)
- The JAX® Mice, Clinical and Research Services (JMCRS) facility

Abbreviation: Use abbreviation only when it will appear in text at least three times. Always spell out word completely before abbreviating and use abbreviation for all subsequent occurrences.

Titles:

Dr. Smith is an assistant professor.

I collaborate with Assistant Professor Jane Smith.

	Recessive Mutation	Dominant	Protein
Human:	<i>GEN1</i>	<i>GEN1</i>	GEN1
Mouse/Fly:	<i>gen1</i>	<i>Gen1</i>	GEN1
Worm:	<i>gen-1</i>	<i>gen-1</i>	GEN-1
Yeast:	<i>gen1</i>	<i>GEN1</i>	Gen1p

Hyphens (-), en dashes (–) and em dashes (—)

We imaged the T cell. He has T-cell lymphoma.

They are T cell–derived cytokines.

When we study T cells—and boy do we study T cells—we have a ton of fun.

Spaces between sentences: Use one space between sentences. In rare cases, two spaces may substantially improve readability, but use one space if there is any doubt.

Next-generation sequencing. Abbreviated as "NGS", never "NGS Sequencing". However, this term does not have a fixed meaning. Instead, directly specify the sequencing technology to be employed (e.g., PacBio Single Molecule, Real-Time (SMRT) sequencing). If a generic term is needed, it is better to use *high-throughput sequencing*.

Frequently misspelled words

Blood–brain barrier (*with en dash*)

Cre recombinase (*upper case "C" ONLY at beginning of sentences; lower case in all other instances*)

CRISPR-Cas9 (*CRISPR/Cas9 also okay, just be consistent*)

Flox (*upper case "F" ONLY at beginning of sentences; lower case in all other instances*)

frameshift

G protein–coupled receptors (*with en dash*)

High-throughput screening (*but: the screen was high throughput*)

Homepage (one word)

Interdisciplinary

Multicenter (*no hyphen*)

Multidisciplinary (*no hyphen*)

Nonprofit (*NOT not-for-profit*)

M.D. and Ph.D. (*periods*)

Phase I, II and III trials (*Roman numerals*)

Postdoctoral; predoctoral

Systems biology (*plural systems*)

Website

X-ray

Zebrafish