

## **Burroughs Wellcome Fund Career Awards at the Scientific Interface**

### **TIPS FOR FORMATTING TEXT AND IMAGES IN DOCUMENTS**

#### ***Formatting Text in Attachments***

It is important to pay close attention to the formatting of your attachments.

- Where specified, page limitations and format requirements must be followed in completing attachments.
- Type size limitations must be observed throughout the application. Use 11- or 12-point font size for document text.
- Figures, charts, tables, legends, diagram labels, etc., may be smaller in size, but they must be clear and legible – preferably no smaller than 9- to 10-point font size.
- Be consistent with the use of font styles and indentation.
- Text must be single-spaced, with one inch or larger margins on all sides.
- *It is important that applicants correct any changes to MS Word templates resulting from input of data.* Data should be completed in the space provided. Each template page must respect the original margins on all sides.
- Failure to follow format requirements may result in disqualification.

#### ***Tips and Techniques for Images in Documents***

- Reduce the file size of documents with images (such as the Research Plan) by “inserting” the image (as opposed to “cutting” and “pasting”). Save graphical images as a .GIF or .JPG file. If using MS Word, insert the image into the document by selecting “Insert – Picture – From File” from the menu.
- Insert only .GIF or .JPG graphic files as images in your document. Other graphical file formats are either very large or difficult to manipulate in the document.
- Do NOT insert Quick Time or TIFF objects into your document.
- Anchor any images that you insert in your document. Once you have anchored the “inserted” image, you can format text to wrap around the image in MS Word.
- Use a graphics program to edit your images. Do not edit your images in MS Word or other standard word processing software.
- Do NOT embed your images in tables, text boxes, and other form elements.
- Do NOT add annotations over images in MS Word or other standard word processing software. Add annotations to images in a graphics program prior to inserting them in your document.