**Richards Lab Manuscript Template**

Created by Brent

2020/7/15

Updated 2020/12/14

I need your help to streamline our manuscript writing. I tend to have to edit the same things in many student’s papers and so, to make our writing more efficient, please follow the below rules.

Overall Rules:

1. Write in Arial 11-point font.
2. Use blue typeface as an accent for all section headings, section sub-headings and call outs of Figures and tables.
3. Create the Figures and tables in a separate document from the main document. This makes for much easier reviewing.
4. **Use Mendeley for all references**. I have just invited you to the Richards Lab group for Mendeley. This will allow you to access references that other people have used.
5. Decide with Brent if the paper should be written as Intro, Results, Discussion, Methods. Or, it should written as Intro, Methods, Results, Discussion. Once you decide, download a copy of a paper for the journal that you intend to submit to and copy the format.
6. Naming formats:
   1. It is amazing how complicating naming can be. Please use the following format.
   2. Never name a manuscript “final”
   3. Use the following code
      1. Short word to signify the manuscript.
      2. Type of document (Manuscript, rebuttal, tables, figures etc..)
      3. Intended Journal (abbreviation)
      4. Version
      5. Date in the format 14Dec2020
      6. An example:
         1. OAS1.manuscript.NatMed.R1.14Dec2020
         2. Means the OAS1 manuscript, intended for Nature Medicine, First Revision, date stamp 14Dec2020
7. DropBox
   1. Please let Brent create the DropBox for the project.
   2. Brent has hundreds of DropBox folders and they are organized by research topic. I often have to find files years after students have left, so please allow me to creae the DropBox folder name.

Authorships:

1. Before sending the paper outside our lab, verify the authorship with Brent.

Acknowledgements:

1. Use the following acknowledgements and COI statement:

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**Acknowledgements:**

Did the project use CLSA data? If so, acknowledge the CLSA and the Project Number for the approval.

Did the project use UK Biobank data? f so, acknowledge the CLSA and the Project Number for the approval.

**Reporting Guidelines**

If you are writing an MR paper, use the following reporting guidelines:

[See here](https://peerj.com/preprints/27857/)

**Use page breaks between the following sections: title page, abstract and introduction.**

**Abstract:**

1. Respect the word count. You can write over the word count and Brent will help you edit down to the word count.

**Figures and Tables**

1. If you have generated your figures in R, it’s almost certain that the labels and text on the axes are too small. Increase this font size.
2. Do not use lots of decimal places. This takes up space and provides little information.
3. Do not use scientific notation for large and small numbers. (Do not use 3.4E-08. Rather use, 3.4 x 10-8)
4. Use colour in your figures.
5. Use a colour scheme for your article that is consistent. Ie, if you are presenting both T2D and CHD data, use one colour consistently for each outcome.
6. Use a coloured table. Word has many fonts for this and they are more visually attractive than a black and white table.
7. Ensure that the column headings are clear in a manuscript. If acronyms are used, you must describe these acronyms in the legend of the table.
8. All tables and figures need to have units clearly described.

**Discussion:**

The first paragraph should summarize the important findings of the study

The next paragraphs should put the paper into context in the field and discuss particular issues of the paper.

Ensure to have a limitations paragraph.

The last paragraph should summarize the findings.