Insert the Official Name of the Department/Institute where the research Thesis Project was performed (TEXT Calibri (Body) 14)



**RESEARCH THESIS PROJECT**

Insert title here (TEXT Calibri (Body) 14)

Insert the students name and student ID here (TEXT Calibri (Body) 14)

Insert Year (TEXT Calibri (Body) 14)

Insert the Official Name of the Department/Institute where the research Thesis Project was performed (TEXT Calibri (Body) 14)



**RESEARCH THESIS PROJECT**

Insert title here (TEXT Calibri (Body) 14)

|  |
| --- |
| **Three Member Evaluation Committee** |
| **Supervisor: (TEXT Calibri (Body) 12, bold)**(TEXT Calibri (Body) 12): The title supervisor should appear followed by semicolon and the name of the supervisor, which should be spelled out, last name followed by first name. This should be followed by his/her Academic title.AffiliationsInstitutional affiliations should follow in a new line written in Calibri (Body), size 11, regular. Affiliations should contain the following information: department(s)/subunit(s); institution; city, state/region, postal code; country; E-mail. |
| **Thesis reviewer: (TEXT Calibri (Body) 12, bold)**(TEXT Calibri (Body) 12): The title supervisor should appear followed by semicolon and the name of the supervisor, which should be spelled out, last name followed by first name. This should be followed by his/her Academic title.AffiliationsInstitutional affiliations should follow in a new line written in Calibri (Body), size 11, regular. Affiliations should contain the following information: department(s)/subunit(s); institution; city, state/region, postal code; country; E-mail. |
| **Thesis reviewer: (TEXT Calibri (Body) 12, bold)**(TEXT Calibri (Body) 12): The title supervisor should appear followed by semicolon and the name of the supervisor, which should be spelled out, last name followed by first name. This should be followed by his/her Academic title.AffiliationsInstitutional affiliations should follow in a new line written in Calibri (Body), size 10, regular. Affiliations should contain the following information: department(s)/subunit(s); institution; city, state/region, postal code; country; E-mail. |

Insert Year (TEXT Calibri (Body) 14)

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# **GUIDELINESS FOR WRITING YOUR RESEARCH THESIS PROJECT**

Your research thesis will be written according to the following instructions, which were developed consulting the Journal NEURON (<https://www.cell.com/neuron/authors>)

## **Formatting Guidelines**

The text and Figures and Tables should be provided as one document. Gene symbols should be italicized; protein products of the loci are not italicized. Nonstandard abbreviations should be defined when first used in the text. Use of abbreviations should be kept at a minimum.

### **Title (TEXT Calibri (Body) 14, bold).**

**The Title of the article should be written in Calibri (Body), size 14, bold, without punctuation and title capitalization should be applied (capitalize the first word, all nouns, all verbs and all adjectives)**

The title should capture the conceptual significance for a broad audience. The most effective titles are no more than 10–12 words and provide an overall view of the paper's significance rather than the detailed contents of the paper, which can be elaborated upon in the Summary. Titles should avoid use of jargon, uncommon abbreviations, and punctuation. They should be no more than 150 characters total, including spaces, and must be able to be separated onto three lines of no more than 50 characters each (including spaces).

**One-line space**

### **Authors (TEXT Calibri (Body) 12, bold)**

This should not appear as a title. You will be the only author (This should not appear as a title, TEXT Calibri (Body) 12, bold): Author name should be spelled out in full, Last name followed by first name.

### Affiliations

This should not appear as a title. Institutional affiliations should follow in a new line written in Calibri (Body), size 10, regular. Affiliations should contain the following information: department(s)/subunit(s); institution; city, state/region, postal code; country; E-mail. The students performing their Thesis in Departments other than the Department of Biology should include 2 (two) affiliations: First, Athens International Master’s Programme in Neurosciences, Department of Biology, National and Kapodistrian University of Athens, Illisia 15784, Athens, Greece; E-mail address. The second affiliation should be that of the Department or Institute where the Thesis was performed: Department, School, University or Institute, postal code, city, state and Country.

**One-line space**

### **Supervisor: (TEXT Calibri (Body) 11, bold)**

(TEXT Calibri (Body) 11): The title supervisor should appear followed by semicolon and the name of the supervisor, which should be spelled out, last name followed by first name.

### Affiliations

This should not appear as a title. Institutional affiliations should follow in a new line written in Calibri (Body), size 10, regular. Affiliations should contain the following information: department(s)/subunit(s); institution; city, state/region, postal code; country; E-mail.

**One-line space**

### **Scientific Summary -Up to 200 words (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12): The Summary is a single paragraph no longer than 200 words. An effective Summary includes the following elements: (1) a brief background of the question that avoids statements about how a process is not well understood; (2) a description of the results and approaches/model systems framed in the context of their conceptual interest; and (3) an indication of the broader significance of the work. We discourage novelty claims (e.g., use of the word “novel”) because they are overused, tend not to add meaning, and are difficult to verify. Please do not include references in the Summary.

**One-line space**

### **Highlights-Up to 50 words (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12)

**One-line space**

### **Keywords-Up to 10 words, (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12): We encourage you to include up to ten keywords with your paper. These keywords will be associated with your paper on Cell Press platforms and on PubMed. These keywords should be listed in the manuscript after the Summary, separated by commas.

**One-line space**

### **Lay Summary- Up to 200 words (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12): The Lay Summary is a single paragraph no longer than 200 words. It is written for the general public, not for scientists.

**One-line space**

### **Introduction-Up to 1500 words, (Title TEXT Calibri (Body) 14, Bold)**

(TEXT Calibri (Body) 12): Good introductions are succinct, presenting only the background information needed for readers to understand the motivation for the study and the results. No subheadings, please.

References should include only articles that are published or in press. For references to in press articles, please confirm with the cited journal that the article is in fact accepted and in press, and include a DOI number and scheduled online publication date. Unpublished data, submitted manuscripts, abstracts, and personal communications should be cited within the text only and not included in the References list. Personal communication should be documented by a letter of permission. Submitted articles should be cited as unpublished data, data not shown, or personal communication.

In-text citations should be written in Harvard style and not numbered, e.g., "Smith et al., 2015; Smith and Jones, 2015."

Please use the style shown below for references. Note that "et al." should only be used after ten authors.

Article in a periodical: Sondheimer, N., and Lindquist, S. (2000). Rnq1: an epigenetic modifier of protein function in yeast. Mol. Cell 5, 163–172.

Article in a book: King, S.M. (2003). Dynein motors: Structure, mechanochemistry and regulation. In Molecular Motors, M. Schliwa, ed. (Weinheim, Germany: Wiley-VCH Verlag GmbH), pp. 45–78.

An entire book: Cowan, W.M., Jessell, T.M., and Zipursky, S.L. (1997). Molecular and Cellular Approaches to Neural Development (New York: Oxford University Press).In vivo, in vitro and p values should not be italics. p should be in lower case.

**One-line space**

### **Methods-Up to 2500 words, (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12): The Methods section should include enough detail to allow the reader to understand the experimental design and to be able to assess the conclusions. Methods also detail what resources and procedures are needed for readers to reproduce experiments, using standardized sections and a Key Resources Table.

Subsections should be included.

**No line space between the Title of the section (Methods) and the title of the subsection.**

**Subsection (The title of the “Subsection” should be written in Calibri (Body) 12, bold, and only the first letter of the first word should be capital, without punctuation).**

The body of the subsection is written in a new line in Calibri (Body) 12, regular. No space should be left between the title “Subsection” and the text that follows.

**Paragraphs should be separated by one-line space.**

The principle of the method should be stated and a justification of its use over other available methods should be provided. The Methods should be appropriately referenced and described briefly but in sufficient detail to enable other researchers to apply them.

**One-line space**

**Subsection (The title of the “Subsection” should be written in Calibri (Body) 12, bold, and only the first letter of the first word should be capital, without punctuation).**

The body of the subsection is written in a new line in Calibri (Body) 12, regular. No space should be left between the title “Subsection” and the text that follows.

**Paragraphs should be separated by one-line space.**

All major materials including cell lines and animal models should be presented in a centered Table as shown below:

**One-line space**

**Table 1. List of materials, manufacturers and catalog numbers.** The title Table should be place in the first line of the Table written in Calibri (Body) 10, bold followed by a period. The description of the table should follow on the same line and written in Calibri (Body) 10, regular followed by a period. The text inside the tables should not be higher than Calibri (Body) 10, regular.

|  |
| --- |
| **Table 1. List of materials, manufacturers and catalog numbers.** |
| Materials | Manufacturer/supplier/developer, city state and country | Catalog number |
|  |  |  |
|  |  |  |
|  |  |  |

Right after the table the Abbreviations of the table should be explained and written in Calibri (Body) 9, regular. No space should be left between the Table and the abbreviations. The abbreviations and their definitions should be separated by coma. The different abbreviations and their definitions should be separated by semicolons.

The table should be centered, and space should be left before and after the table.

Tables should be inserted after the paragraph in which they are first cited. The function “insert” of Microsoft Word may be used.

**One-line space**

### **Results-Up to 3500 words, (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12): This section should be divided in subsections. Subsection (The title of a Subsection should be written Calibri (Body) 12, bold, and only the first letter of the first word should be capital, without punctuation). The subheadings should convey information about the findings, so we encourage you to be specific. For example, say "Factor X requires Factor Y to function in Process Z" rather than "Analysis of Factors X and Y using Approach Q." We recommend that you use similar language in your figure titles for clarity and structural harmony. It describes the main finding; it is like a conclusion.

The body of the subsection is written in a new line in Calibri (Body) 12, regular. No space should be left between the title “Subsection” and the text that follows

Figures should be included within the results section. Figures are shown as: Figure 1 or Figure 1A, Figure 1A, B, Figures 1 and 2, etc. The text inside the figures should not be higher than Open Sans, size 12. The maximum size of the figure is: width 15 cm (5,9 inches) and height 22,8 cm (9 inches).

Figure legends should be written in Calibri (Body) 10 and placed below the figure. The title Figure should be written in Calibri (Body) 10, bold, followed by a period as follows: **Figure 1.** A title of the figure describing the results should follow on the same line and written in (Calibri (Body) 10, bold followed by a period. In writing the figure title, we encourage you to re-use the subheadings of the Results section to make the relationship clear. And then the description of the figure should follow and written in (Calibri (Body) 10, regular. The results/panels should be described in sufficient detail and all symbols, arrows etc. should be explained. The figure legend must be a standalone text that describes the contents of the figure. Methodological information can be mentioned but not elaborated. Statistical analysis of the results (p value) should be presented and if necessary, the statistical methods used should be defined. For any figures presenting pooled data, the measures should be defined in the figure legends (for example, "Data are represented as mean ± SEM."). Each legend should refer to any supporting items in the Supplemental Information (e.g., "See also Figure S1."). The figures should be inserted using the “insert” function in Microsoft word, centered, and placed after the paragraph in which they are first cited. One line space should be left between the figure and the preceding text and between the figure legend and the article text that follows. Please, note that no space is left between the figure and the figure legend. An example follows:

“Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**One-line space**

The actual figure

**Figure 1.** Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

**One-line space**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.”

Tables are shown as: Table 1, Table 2, etc. and should be included within the results section

The text inside the Tables should not be higher than Calibri (Body) 10, regular.

The title Table should be placed in the first line of the table and written in Calibri (Body) 10, bold followed by a period. The description of the table should follow on the same line and written in Calibri (Body) 10, bold followed by a period.

Right after the table the Abbreviations of the table should be explained and written in Calibri (Body) 9, regular. No space should be left between the Table and the abbreviations. The abbreviations and their definitions should be separated by coma. The different abbreviations and their definitions should be separated by semicolons.

An example follows:

“Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**One-line space**

|  |
| --- |
| **Table 1. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.** |
|  |  |  |  |
| Excepteur sint | Excepteur sint | Excepteur sint | Excepteur sint |

Abbreviations: LID, Lorem Ipsum Dolor; CQO, Culpa Qui Officia; DMA, Deserunt Mollit Anim.

**One-line space**

Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborumLorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.”

The references should be shown as described in the section “INTRODUCTION” and below in more detail.

In vivo, in vitro and p value should not be italics.

**Paragraphs should be separated by one-line space**

Please use the Microsoft Word Table function to make tables. Include tables in the submitted manuscript as a separate section.

When creating tables, please adhere to the following guidelines:

* Do not submit tables in Excel or PDF format. Do not place an Excel table in a Word document.
* Format tables with Word's Table function; do not use tabs or spaces to create a table.
* Tables should not include colored text or shading, but embedded graphics with color are OK.
* Do not use line breaks or spaces to separate data within a cell. Use separate cells for all discrete data elements within a table.
* Number distinct tables as Table 1, Table 2, Table 3, etc., rather than as Table 1a, Table 1b, Table 1c, etc.
* If bold or italic font is used within a table to indicate some feature of the data, please give an explanation of its usage in the legend.
* All abbreviations within a table must be defined in the table legend or footnotes.
* Footnotes should be listed with superscript lowercase letters, beginning with “a.” Footnotes may not be listed with numbers or symbols.

**One-line space**

### **Discussion-Up to 1500 words, (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12): The Discussion should explain the significance of the results and place them into a broader context. It is often helpful to the reader to indicate the directions in which the work might be built on going forward. It should not be redundant with the Results. The Discussion may contain subheadings and can be combined with the Results section.

**One-line space**

### **Acknowledgments (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12): Use this section to acknowledge contributions from non-authors and list funding sources. As this section contains important information and many funding bodies require inclusion of grant numbers here, please check it carefully.

**One-line space**

### **No plagiarism statement (Title TEXT Calibri (Body) 14, bold)**

The title “No plagiarism statement” should be written in Calibri (Body) 14, bold, only the first letter of the first word capitalized, followed by a colon.

(TEXT Calibri (Body) 12): It should be stated that: “The Authors confirm that intact sentences or paragraphs from other publications are not included and that there is no significant overlap with other publications”.

**One-line space**

### **References (Title TEXT Calibri (Body) 14, bold)**

(TEXT Calibri (Body) 12): References should include only articles that are published or in press. For references to in press articles, please confirm with the cited journal that the article is in fact accepted and in press, and include a DOI number and scheduled online publication date. Unpublished data, submitted manuscripts, abstracts, and personal communications should be cited within the text only and not included in the References list. Personal communication should be documented by a letter of permission. Submitted articles should be cited as unpublished data, data not shown, or personal communication.

In-text citations should be written in Harvard style and not numbered, e.g., "Smith et al., 2015; Smith and Jones, 2015."

Please use the style shown below for references. Note that "et al." should only be used after ten authors.

*Article in a periodical:* Sondheimer, N., and Lindquist, S. (2000). Rnq1: an epigenetic modifier of protein function in yeast. Mol. Cell *5*, 163–172.

*Article in a book:* King, S.M. (2003). Dynein motors: Structure, mechanochemistry and regulation. In Molecular Motors, M. Schliwa, ed. (Weinheim, Germany: Wiley-VCH Verlag GmbH), pp. 45–78.

*An entire book:* Cowan, W.M., Jessell, T.M., and Zipursky, S.L. (1997). Molecular and Cellular Approaches to Neural Development (New York: Oxford University Press).

## Order of thesis sections and word limits:

1. Title
2. Authors/Affiliations-You will be the only author-You need to include your student ID number
3. Summary -Up to 200 words
4. Highlights-up to 50 words
5. Keywords-Up to 10 words
6. Introduction-Up to 1500 words
7. Methods-Up to 2500 words
8. Results-Up to 3500 words
9. Discussion-Up to 1500 words
10. References

# **GUIDELINESS FOR WRITING YOUR RESEARCH PROPOSAL**

**NOTE: The thesis and the research proposal should be a SINGLE document. The Research Proposal should not be experiments that you did not perform in your Thesis. It should be a novel idea that you developed during your thesis. You should not be limited by the technology that is available in the institution you performed your Thesis.**

## Formatting guidelines

**RESEARCH PROPOSAL (TEXT Calibri (Body) 14, Bold)**

### **Title (TEXT Calibri (Body) 12, Bold)**

Title of the grant, **(TEXT Calibri (Body) 12, regular)**

### **Project summary, (TEXT Calibri (Body) 12, Bold)**

 (TEXT Calibri (Body) 12, regular) Do not exceed 250 words

### **Project description, (TEXT Calibri (Body) 12, Bold)**

Specific aims (TEXT Calibri (Body) 12, bold, italics)

TEXT Calibri (Body) 12), Do not exceed 400 words

Introduction and significance, (TEXT Calibri (Body) 12, bold, italics)

TEXT Calibri (Body) 12): A statement of the question, and the background information placing the question in the context of current research including differentiating features. Do not exceed 750 words.

Research strategy (TEXT Calibri (Body) 12, bold, italics)

TEXT Calibri (Body) 12), Do not exceed 1500 words

Bibliography (TEXT Calibri (Body) 12, bold, italics)

TEXT Calibri (Body) 12), Do not exceed 50 references

**Budget** (TEXT Calibri (Body) 12, bold, italics)

TEXT Calibri (Body) 12), do **not to exceed one page-presented in a Table format,**

The budget should briefly explain how the requested funds will be allocated (salary, supplies, small equipment, animal costs, etc.). A maximum university overhead allowance of 5% may be included in your budget.

**Example:**

|  |  |
| --- | --- |
| **BUDGET** |  |
| **Category** | **Total in €** |
| **Direct Costs Personnel** |  |
| **Post-Doc Researcher(s)** |  |
| **PhD Candidate(s)** |  |
| **Total Direct costs for Personnel**  |  |
| **Other Direct Costs** | **Justification** |  |
| **6.1.2 Consumables** |  |  |
| **6.1.3 Travel** |  |  |
| **6.1.4 Dissemination** |  |  |
| **6.1.5 Use and/or Access to equipment etc.** |  |  |
| **6.1.6 Equipment** |  |  |
| **6.1.7 Other Costs** |  |  |
| **6.1.8 Purchase of animals** |  |  |
| **Total “other direct costs”**  |  |
| **Total Direct Costs** |  |
| **Indirect Costs (Institution overhead, 10%)** |  |
| **Total Budget**  | **200000** |

### **A short CV** (no more than one page)

It should include, the name, address, education, research, publications of the investigator