**Standard Format for Dissemination Reports**

1. Version: Microsoft Word
2. Title (Times New Roman, 14 pt, bold)
3. Maximum of **2,000 words** in length (including main text, references, key messages) and a maximum of **3 tables and/or figures**, and no more than **5 references**..
4. Authors (Times New Roman, 12 pt) [In both Roman letters and Chinese characters where applicable]
5. Affiliations (Times New Roman, 12 pt)
6. Fellowship applicant and corresponding author:
7. [name]
8. [address]
9. [Tel / Fax / E-mail]
10. Key messages
11. Times New Roman, 12 pt
12. Maximum of 5 key messages (numbered 1-5 in descending order of importance)
13. Body of the text, indexed under appropriate headings (i.e. Introduction, Aim and Objectives, Project Plan, Outcome/Response, Discussion)
14. Times New Roman, 12 pt
15. Text in double spacing and single column
16. Page margins 2.54 cm each side
17. Align text with left margin, right margin ragged
18. Heading format
19. Level 1 heading: Times New Roman, 12 pt, **bold**

Leave one line space after heading

1. Level 2 heading: Times New Roman, 12 pt, ***bold and italic***

No space after heading

1. Level 3 heading: Times New Roman, 12 pt

No space after heading

1. Figures and Tables
2. Maximum of 3 tables and/or figures (N.B. Reduce total word count if more tables/figures are included)
3. Do not insert figures and tables in the text; append them to the end of the text.
4. Title: Arial 10 pt **bold**
5. Content: Arial 10 pt
6. Footnotes: Arial 8pt
7. Enclosed in Box with 0.25 pt borders
8. Publications, including in press
   1. Times New Roman, 12 pt.
   2. If none, state NONE.
9. Patents and other Intellectual Property Rights that have resulted directly from the project.
10. Times New Roman, 12 pt.
11. Describe the patent / intellectual property rights to be filed/obtained
12. If none, state NONE
13. Acknowledgements
14. Times New Roman, 12 pt
15. References
16. Times New Roman, 10 pt
17. Maximum of 5 references
18. Vancouver style (Uniform Requirements for Manuscripts Submitted to Biomedical Journals)
19. Superscript references in text after punctuation