

General Suggestions

- Consider submitting a diagram. Some protocols are extremely complex. If this is the case, a **flow chart** or **diagram** that outlines the treatment groups or sequence of procedures can provide a "roadmap" that pages of text may not be able to adequately express.
 - Diagrams, pictures, flow charts, etc., can be **uploaded** to the Supporting Documents area of the database and referenced throughout the protocol.
 - Word, Excel and PDF documents are best for uploading. PowerPoint slides are also acceptable. We may not be able to open other file types.
 - These do *not* count against your 4-page limit in section G.2.
- **Bold** key concepts to make them easier to reference.
- Use **numbered** or **bulleted lists** to break up long paragraphs. (Dashes can be used in place of bullets in IACUC Online, as the system does not support bullets.)
- Keep sentences **short** and **simple**:
 - Long sentences can be difficult to read, especially when the reader is unfamiliar with the topic, so if the sentence is long and cumbersome - in particular if you haven't used bold text or bullet points - even if it's not filled with technical terms, by the time he gets to the end of the mountainous work of prose (if he hasn't already fallen asleep), your reader will probably forget where he started, unless he has a photographic memory, that is, but we'll assume he doesn't, so he will have to go back to the beginning at least once (and probably more) and read the sentence over and over and over until he understands it.
 - This is not to say that a sentence should only be a single phrase; however, you might want to consider breaking up a sentence that goes on for more than a few lines.
- Proofread, proofread, proofread!
 - The IACUC strongly suggests that you read over the final version of your protocol for coherence, consistency and comprehensibility prior to submitting it.
 - You may also want to ask someone unfamiliar with your line of research to look over the document to make sure you haven't out any key points.
 - A spell checker is available for text areas (the larger narrative fields).