

## U54 Writing Protocol

### Title

**Collaborative Center for Latino Health Equity: Addressing Cancer Prevention and Control in LGBT Latino Populations**

### Format of Word documents

Margins: 0.5 inch at top, left, bottom, and right

Font and size: Arial 11pt

No headers or footers

### Component Name (Core/Project)

**ALL CAPS**

Headings and subheadings:

**Title or Primary Heading in Bold. Use Title Caps**

*Example:*

**RESEARCH PROJECT 1 - Specific Aims**

**RESEARCH PROJECT 1 - Research Strategy**

Significance

Innovation

Approach

Subheading underlined. No title caps

*Sub-subheading in italics. No title caps*

Paragraph settings (we can alter these if we have more/less space to use up)

Opt before, 3pt after, single line spacing. Uncheck box 'Don't add space between paragraphs of the same style'. No indents.

Left justification (not full justification)

### Commas

Do use Oxford comma

Example (Oxford comma in red): Dr. Parra-Medina has 25 years of research experience in chronic disease prevention with underserved groups, including women, Latinos, immigrants, children, and the financially disadvantaged populations in diverse geographic and community settings.

### Personal pronoun writing style

Use the first person and third person where appropriate:

*First person:*

- **I:** try to avoid, except in biosketches
- **We:** use as standard to refer to the research team, MPIs, etc

*Third person:*

- **He/she/it:** Use as necessary and appropriate
- **They:** Use as necessary and appropriate

Converting table/chart/picture to image

To convert a table/chart/picture to an image, copy the item, select "Paste Special" (from Word Ribbon, Home, Paste [down arrow - select Paste Special], select "Picture - Enhanced Metafile")

Terms

USE	DON'T USE
Application	Proposal, grant, award
FOA	RFA
Hispanic population	Hispanic community (see note 1)
Latino population	Latino community (see note 1)
LGBT	LGBTQ or other acronym
LGBT population	LGBT community
Multiple PI	Co-PI
Project 1 / Project 2 (use capital P)	project 1 / project 2, study
Collaborative Center for Latino Health Equity or CCLHE	Anything else!
San Diego State University Research Foundation <i>or</i> SDSU Research Foundation	SDSURF
Sexual and gender minority/minorities <i>or</i> SGM	NIH is increasingly using this term and it's okay for research documents (but not the best for use in the community; for that LGBT is better). For more information, see <a href="#">here</a> and note 2.
CC (when referring to all the cores and projects)	Study, project, grant
University of Texas at Austin <i>or</i> UT	Anything else!
Year 2 (use capital Y when referring to a funding year)	Year two, year 2, year two

**Note 1:** The terms “Latino” and “Hispanic”, the former more commonly used in California and the latter more prevalent in Texas, are used interchangeably in this proposal. The red sentence is within the overall research strategy that will appear before any other research strategies.

**Note 2:** The terms that individuals and groups use to refer to themselves often change or evolve over time; in contrast, a Federal agency requires uniform terminology for reports to Congress and the American people. To remain inclusive yet consistent, NIH has opted to use “Sexual and Gender Minority,” an umbrella term that encompasses lesbian, gay, bisexual, and transgender (LGBT) people, as well as those whose sexual orientation and/or gender identity varies, those who may not self-identify as LGBT (e.g., Queer, Questioning, TwoSpirit, Asexual, men who have sex with men [MSM], Gender-variant), or those who have a specific medical condition affecting reproductive development (e.g., individuals with differences or disorders of sex development (DSD), who sometimes identify as intersex).