

ACS PRF Annual Report TOC and Nugget Guidelines

Graphic Table of Contents (TOC)

Principal Investigators are asked to submit a graphic entry for the Table of Contents (TOC) that, in conjunction with the project title, is intended to represent the most important progress or result obtained during the period covered by the report. It may be a key structure, reaction, equation, concept, or theorem, etc. that is discussed in the report. The use of color to enhance the quality and appearance of the TOC graphic is encouraged.

General Guidelines for the Graphic Table of Contents (TOC):

1. A **MAXIMUM** of 1 Graphic Table of Contents (TOC) image maybe uploaded.
2. The TOC **MUST** be in one of the following file formats:
 - o GIF - Format commonly used on the web
 - o JPG/JPEG - Format commonly used on the web
3. The **TOC file size MUST NOT exceed 50 KB**
4. The **TOC graphic may be NO wider than 580 pixels and NO taller than 190 pixels**. *Please note, the system will validate for the acceptable dimensions of the TOC. If one of the dimensions does not adhere to the stated size, an error message will be displayed upon uploading the file. Please modify the dimensions and reupload the file.*

Nugget

Principal Investigators are asked to submit a "nugget", which is a crisp summary with attention-grabbing images - static illustrations, animations or movies - that highlight your work. The graphics are particularly important and can include reaction diagrams, charts, bar graphs, and photographs. "Narrated nuggets" which include narration accompanied by text and graphics (images or videos), are also acceptable. The nugget text and graphics should be at the level of a press release, explaining briefly and in as non-technical language as possible, what has been accomplished and why it is significant.

General Guidelines for the upload of the Nugget:

1. A **MAXIMUM** of 1 Nugget may be uploaded.
2. The Nugget **MUST** be in one of the following file formats, listed in order of preference:
 - o PPT - PowerPoint
 - o PPS - PowerPoint Slide
 - o PDF - Adobe's Portable Document Format
3. The **Nugget file size MUST NOT exceed 1.5 MB (1536 KB), with or without a media file**.
4. Nuggets can have animation or a video/movie. *If your Nugget has animation or a video/movie file associated with it, you **MUST** also upload this file. The upload "Type" should be selected as "Media file for Nugget".*
5. The uploaded Nugget and media file together cannot exceed 1.5 MB (1536 KB) in total.
6. The "Media file for Nugget" **MUST** be in one of the following file Multimedia formats:
 - o MPEG - Moving Pictures Expert Group
 - o MOV - QuickTime
 - o AVI - Audio Video Interleave
 - o SWF - Flash File Format
 - o MP3 - MPEG Audio Layer 3, a popular digital audio encoding

You can upload multiple small files together, but we recommend large files be uploaded one at a time. To upload the documents, please click the "Save" button AFTER specifying the files to be uploaded and the "Type" of file.

TOTAL UPLOADED FILES FOR THE TOC AND NUGGET CANNOT EXCEED 1.548 MB (1586 KB).