It’s important that your news reaches us in time, so there is enough time to write a news item and to agree with those involved (preferably two weeks in advance). Based on your answers to the questions below, we will assess whether your news is most suited for social media, a news item for our website or a press release. Press releases and news items will be submitted to you for approval prior to publication. News items usually appear in Dutch and English and are added to your personal profile. We kindly ask you to answer the questions concisely, as a news item covers roughly 450 words.

Basic information:

- Who are involved? Which Leiden colleagues can we tag in the article?
- For publication:
  - In which journal does the publication appear?
  - What is the publication date? Please discriminate between print and online
  - Are you the main author or a co-author?
- For grant:
  - Which grant is it?
  - How much do you receive?
  - Which grants did you receive earlier?
- For prize:
  - Which prize is it? Do you have a link to a website or document with more information?
  - Is it a jury or audience prize?
  - What do you receive?
- For book:
  - When is the book being published?
  - Is there a summary available?

Detailed information:

- For publication:
  - What did you discover/demonstrate?
  - What does this mean for your field of expertise?
  - Why is this relevant – what use is it to the public, is there an application, what does it mean for society?*
  - How did you carry out your research?
  - In the case of collaborations: what part of the research was done in Leiden? What is Leiden’s expertise?
  - What is the next step in your research?
- For grant:
  - What exactly are you going to research?
  - What do you hope to discover?
  - Why do you want to carry out this specific research?
  - What is the possible relevance for society or for your field of expertise?*
- For prize:
  - What exactly did you receive the prize for?
  - What kind of research are you doing, i.e. give a generic description of your work – max. 100 words
- For book:
  - Why did you write the book?
  - Why do people have to read it?

* We understand that it’s difficult to name the relevance for society or an application in case of fundamental research
Image:

- Do you have a suitable image as a header image? – wide format/lying photo
  - For publication: think of an image that is suitable for a wide audience
  - For grant: think of an image that is suitable for a wide audience, or a picture of yourself.
  - For prize: think of a picture of yourself, or a picture of the prize or organisation.

* We understand that it’s difficult to name the relevance for society or an application in case of fundamental research