



## **Final Report Requirements and Guide**

This document will assist you in the preparation of a high quality final report. Use it in conjunction with Nuffield Australia Final Report Template which is available from our website at [www.nuffield.com.au](http://www.nuffield.com.au) or from the briefing CD. This template is to be used when submitting your report to Nuffield Australia.

Reports are to be submitted initially electronically as a Word2007 attachment (**Files over 5MB will not be accepted**) with a separate file of 6 to 8 dot points and then when approved, **in hard copy and electronic copy in Word2007 and PDF (on CD) by mail to:** Nuffield Australia, 586 Moama NSW 2731, (emailed reports will only be accepted on receipt of the hard copy).

### **General guidelines:**

1. CD must contain the **complete** report, with all graphics and tables embedded in **one** document, in word format, and graphic files are to be saved separately on the same CD for editorial use. Graphics and other non-text elements should only be included when they add significant value or tell a story. **Files exceeding 5MB (5000KB) will not be accepted.**
2. Your final report must be ready for publishing, text errors are your responsibility. Before submitting your report, ensure that it has been proof read by a critical friend or edited professionally. Nuffield Australia can recommend a professional editor if necessary.
3. Keep your report under 10000 words. Keep out the use of “I” and padding. The best reports are written without the “I factor”.
4. Use the template and do not change styles to “make it better”

### **Review process:**

- Your report will be sent to a professional editor for comment and if required, returned to you for alterations and resubmission. Your report will also be independently peer reviewed through our organisation.
- The edited report should be resubmitted to Nuffield Australia. It is then sent to a reviewer for final approval.
- On approval the report will be printed, sent to your sponsors and yourself, and placed on our website.

### **Late Reports:**

Your report is due:

- Spring Tour of the year of your Global Focus Program if you leave in Feb/March
- Autumn tour of the following year if your Global Focus Program is in June/July.
- Autumn Tour of the following year if you travel September/October

Funds withheld and deductions made as outlined below until the report is submitted:

<u>Submission Date</u>	<u>Deduction</u>
First four months after submission due	\$500
Each subsequent month after four months	\$500
Next four months after initial eight months	\$1000
After one year	<b>Proceedings implemented for recovery of all Scholarship funds and return of tie and plaque</b>

**ALWAYS MAKE A BACKUP COPY OF YOUR REPORT.**

### **Report Structure**

#### *Order of Preliminary Pages:*

- i. Title page (title heading) (right-hand side) – please hide page number
- ii. Disclaimer page (follow the guide provided in the template)
- iii. Foreword
- iv. Acknowledgments (heading 1) if any, or About the Author (heading 1) (or just leave blank) Abbreviations (heading 1)
- v. Contents (no heading style but format as Arial Bold 22pt)
- vi. List of Tables, Figures (heading 1)
- vii. Executive Summary (heading 1)

#### *Order for the Body of Report:*

1. Introduction Background to the project.
2. Objectives Objectives of the project
3. Chapters Including statistical analysis.
4. Recommendations On the activities or other steps that may be taken to further develop, disseminate or to exploit commercially the results of the Project.
5. Appendices If necessary.
6. Glossary Optional.
7. References Footnotes/References/Cross-references/APA style

The following pages contain Nuffield Australia's final report template and guiding notes.

***If you have any questions please contact Nuffield Australia.***

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# Title of Your Report Here

Sub Heading Here



A report for

by author

200? Nuffield Scholar

Month Year

Nuffield Australia Project No ...

Sponsored by:

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Disclaimer page text  
To be Arial 9pt

Page setup from this point on to  
be margins of 2.5 cm

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#### **Scholar Contact Details**

(Name)  
Organisation  
(Address)

Phone:  
Fax:  
Email:

In submitting this report, the Scholar has agreed to Nuffield Australia publishing this material in its edited form.

#### **NUFFIELD AUSTRALIA Contact Details**

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586 Moama NSW 2731

# Foreword

Heading 1 (Arial Bold 22pt)

1. ***Include information on the aim(s) of the project giving a brief background and briefly describe:***

- why the research is important
- who may benefit from the research
- what the key findings are
- what producers/policy makers should do differently as a result
  
- Include useful information for producers and policy makers.
- Include program specific info and Nuffield Australia info.
- Key findings?
- Who benefits?
- Importance of the research?
- **State who funded the project.**

Many of our publications are available for viewing through our website:

- [downloads at www.nuffield.com.au](http://www.nuffield.com.au)

**Jim Gelch**

CEO

Nuffield Australia

# Acknowledgments

Heading 1-Arial Bold 22pt

If not relevant leave blank

Normal text Times New Roman 12pt regular  
Paragraph Spacing 6  
Line spacing 1.5  
Style is Justify.

# Abbreviations

Heading 1-Arial Bold 22

If not relevant leave blank

# Contents

No style here, but format the title at 22 point Arial bold

The table of contents is generated by using styles – please use the Microsoft Word standard styles uniformly throughout the document. These heading styles range from **Heading 1** through to **Heading 9**. Most reports should only go as far as showing up to Level 3 in the generated contents. However, the report can still use as many levels as is necessary to maintain a well laid out document.

To generate contents go to Insert – Reference – Indexes & Tables – choose Contents tab press ok.

A generated table of contents from this file can look like this:

- Foreword (Heading 1)** ..... **iii**
- Acknowledgments (Heading 1)** ..... **iv**
- Abbreviations (Heading 1)** ..... **iv**
- Executive Summary (Heading 1)** ..... **vi**
- Introduction (Heading 1)** ..... **7**
  - Sub-heading (Heading 2) ..... 7
  - Sub-heading (Heading 3) ..... 7

♣ **To update your pages put your cursor on the contents area and press F9** and you can update the whole report or just the page numbers.

# Executive Summary (Heading 1)

Heading 1 (Arial  
Bold 22pt)

*Notes to assist in compiling an Executive Summary:*

In this section you should present a more detailed explanation of the information briefly alluded to in the Foreword. The Executive Summary should be written in plain English. It should be a stand-alone summary of the research findings and their implications.

The Executive Summary sets the scene for the whole report. Sometimes the Executive Summary is the only chapter that is fully examined by readers so the content must be well thought out and presented.

It should include appropriate headings detailing:

- **What the report is about**
  - why the research is important
- **Who is the report targeted at?**
- **Background**
- **Aims/Objectives**
  - who may benefit from the research
- **Methods used**
- **Results/Key findings**
  - in relation to the objectives of the report
  - additional findings
- **Implications for relevant stakeholders for:**
  - industry
  - communities
  - policy makers; and
  - others where relevant
- **Recommendations**
  - who are the recommendations targeted at?

To heighten interest and attract attention to positive information in the Executive Summary it is a good idea to use ‘pullout’ quotes. You can do this by copying pertinent text into a text box and placing them in relevant places on the page. If you need assistance with this it is advisable that you highlight the relevant text in bold and ask that Nuffield Australia include that text as a ‘pullout’ quote.

It is important that the section break be **next page** – please do not use *odd page* or *even page breaks* anywhere in the document as this can cause problems later on for the publishers.

# Introduction (Heading 1 – 22pt Arial bold)

## Sub-heading (Heading 2 – 14pt Arial bold)

Normal text here (12pt Times New Roman normal). As a rule of thumb please start all bullet points with:

- (12pt Times New Roman normal) lower case
- Paragraph Spacing 6
- Line spacing 1.5
- Justified
- Do not put full stops after bullet points
  - dashes should be indented
- a full stop should appear after the last bullet point in the list.

## Sub-heading (Heading 3 – 12pt Arial bold)

Normal text here

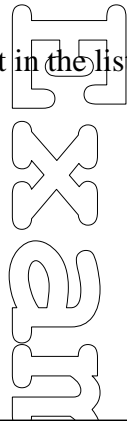
## Sub-heading (Heading 4 - 12pt Arial italic bold)

Normal text here

## Sub-heading (Heading 5 – 12pt Arial italic normal))

Normal text here

This layout and Heading selection should be used for all chapters. You can number your subheading paragraphs but **PLEASE DO NOT USE THE AUTOMATIC NUMBERING** facility as this can cause problems for the publishers



### Graphics and photographs

We recommend that all reports **include some photographs**, to be used for producing covers and promotional material as well as illustrating the text.

If your report includes photographs and graphics, please send these as separate files **as well as embedding them** in the report. Include these in a clearly marked directory on the disk, ensure that the report reflects relevant placemarkers, and name the file either according to figure numbers or using a clear descriptive file name.

- if using a digital camera for publishable photos, always use the highest definition and save it without attempting to reduce file size. If scanning photos, always specify 300 dpi, and the dimensions at which it will appear
- a digital image can not be enlarged beyond the size at which it was scanned or photographed without loss of picture quality
- a disk can be IBM 3.5 floppy, 100mg ZIP disk, or a CD rom.

### Graphic Formats

The preferred formats for vector graphics (graphs and computer-generated diagrams) are EPS (filename.eps) and Adobe Illustrator (filename.ai).

Photographs should preferably be sent electronically: the preferred formats are TIFF (filename.tif) and JPEG (filename.jpg).

Please indicate if there is any copyright on photographs, and if the source or photographer needs to be acknowledged.

If graphics or photographs have been taken from a copyright source (including websites) the Scholar is responsible for arranging publication permission.

### Photograph resolution

Photographs are printed at 300 dpi (dots per inch), and are displayed on screen at 72 dpi. This means that the printed version of a digital or scanned photograph will be roughly a quarter of the size it appears on the screen.

Chapters  
Recommendations

Including statistical analysis.  
On the activities or other steps that may be taken to further develop, disseminate or to exploit commercially the results of the Project.

Appendices  
Glossary  
References

If necessary.  
Optional.  
Footnotes/References/Cross-references

# EXAMPLE

# Plain English Compendium Summary

As part of the Final Report requirements, authors need to provide a one page, plain English Compendium summary along with each Final Report in electronic and hard copy format. A template for the summary can be found below, following the completed example.

*Note that this one-page summary will be read by people without expertise in the field of study. It should be written in plain English and stand-alone as a summary of the research.*

Project Title:	Name of project
Nuffield Australia Project No.: Scholar: Organisation:   Phone: Fax: Email:	Include Name/s Include name & address of research organisation     
<b>Objectives</b>	
<b>Background</b>	NB: If this project is following on from previous work in an earlier project then also include that Project Code and title
<b>Research</b>	
<b>Outcomes</b>	
<b>Implications</b>	
<b>Publications</b>	Indicate where research has been published and if research has been presented at conferences or updates - include details.

# Plain English Compendium Summary

<b>Project Title:</b>	
Nuffield Australia Project No.:	
Scholar:	
Organisation:	
Phone:	
Fax:	
Email:	
<b>Objectives</b>	
<b>Background</b>	
<b>Research</b>	
<b>Outcomes</b>	
<b>Implications</b>	
<b>Publications</b>	