

GUIDELINES FOR PREPARATION OF FINAL PROJECT REPORTS

EVALUATION AND ASSESSMENT

Before ACARP accepts a project report as satisfying the researchers obligations the report is assessed by the Industry Monitors. This includes assessment to ensure that it describes the work undertaken and results fully and accurately, and in a manner that effectively communicates the practical value to coal producers.

The report is also assessed by the ACARP Coordinator to ensure it complies with these guidelines.

Reports which pass both assessments will be released for publication and retention money will be paid. If a report fails either check it will be returned to the researcher for amendment.

GENERAL REQUIREMENTS

Once the Industry Monitor is satisfied with the report, one bound hardcopy and an electronic copy (preferably in Microsoft Word or an unlocked Adobe Acrobat PDF formats on CD) of the report must be provided to ACARP. The hardcopy will be retained for reference, and the electronic copy will be used for publication.

(i) **Completeness**

The report must be complete in itself and must cover all work undertaken under the project, even if it has been previously described in progress reports. The main report including appendices should be produced as a single file, not as a series of separate files. Annexes such as data sets, software, videos etc should be separate files.

ii) **Copyright Material**

The researcher must ensure that the report does not contain any copyright material unless clear permission has been obtained from the copyright holder for ACARP to reproduce this material in any way it sees fit.

Photocopies of articles or reports which have been or will be published elsewhere should not be included in the report, but may be provided separately for the information of ACARP.

CONTENTS OF REPORT

As far as possible reports should follow this suggested sequence:

(i) **Title Page**

ACARP Project Number
Title of Project
Name of Author(s)
Name of Organisation(s)
Date of Issue

(ii) **Table of Contents**

The table of contents should list main chapter headings and their page numbers. If the electronic copy of the report is supplied as a PDF file, bookmarks should be set as per the table of contents.

(iii) **Abstract**

The abstract should succinctly describe the project and its main findings. It should be written in the active voice, and should be no longer than one page. The abstract will be posted on the ACARP web site and is commonly the only thing industry personnel use to determine whether they have any interest in the project results. It therefore imperative to highlight the value to coal producers in practical terms.

(iv) **Executive Summary**

The executive summary is intended to be a synopsis of about three to five pages, under the following headings:

Project objectives
Main findings and conclusions
Industrial applications

The latter point should summarise potential applications and how they would be achieved. This should include a brief outline of any patents and/or commercial agreements which have arisen or are likely to arise from the work.

(v) **Recommendations**

This section should detail any recommendations for future research activities.

(vi) **Body of Report**

The main report should cover in appropriate detail the project objectives, the work program followed and the results achieved. **The report must make clear the extent to which the objectives were achieved, and the reasons for partial success or failure if appropriate.**

The discussion of the project findings should be sufficiently detailed to assist potential users to assess whether the results are likely to be applicable to their situation. Any broader implications of the project findings should also be discussed.

It should where necessary include a literature review, discussion of the problems addressed and the relationship of the research undertaken to any similar work being conducted elsewhere.

(vii) Technology Transfer Activities

Give details of any activities undertaken and their effectiveness and of any activities which are planned for the future.

Suggestions for technology transfer activities should also be included, giving specific details such as the names of industry associations, companies or individuals who are likely to be interested in the project findings.

(viii) Bibliography

Give a concise bibliography of publications produced as a result of the project, including works which are "in press". Where the funding has been applied to a stage or stages of a larger project, it would be useful to include references to publications about the wider task.

(ix) Annexes

All data collected during the project should be presented in a separate annex in a format that allows it to be used by other researchers. Capturing the raw data in this manner means it can add value to other projects, which will maximise the overall benefit from ACARP. Key features or trends in the data that support the project conclusions should still be highlighted graphically in the main report.

Separate annexes can also be used for software developed during the project, video clips illustrating key issues, or publications arising from the work. This should be done in consultation with Industry Monitors to ensure the practical relevance of the additional material.

(x) Acknowledgments

This section should be used for any acknowledgments of assistance. If the report includes any copyright material, details of the copyright holders, permission to use the material should be included here.

STANDARD OF PRESENTATION**(i) Preparation of Text**

All text and diagrams should be set out so as to be readable when printed on A4 paper, double-sided and bound.

(ii) Tables and Diagrams

Tables and diagrams must be numbered and titled, with all axes clearly labelled. They should wherever possible be located in the relevant section of text.

(v) Bibliography

The Harvard convention for referencing (Author's surname and initials, followed by date of publication) should be used. Incomplete citations should not be included.

(vi) Units and Formulae

The International System must be used. All scientific terms and units must follow international conventions.

FURTHER INFORMATION

Further information on the preparation of project reports and related matters can be obtained from Anne Mabardi on 07 3229 7661 or anne@acarp.com.au.