**\*\*DELETE THESE FIRST THREE PAGES BEFORE SAVING FINAL REPORT**

**MLA Donor Company final report template – PSH projects – Instructions (updated 13 January 2017)**

**Usage**

All R&D projects where funding is provided via the MLA Donor Company and voluntary contributions from other organisations. These projects can be identified by the MLA project code starting with P.PSH

**Introduction**

Final reports are an essential part of the project completion process. They provide accountability to those investing in the project, ensure the project’s methods, data and insights are readily accessible, and inform subsequent research and extension activities.

As a general rule, final reports provide more detail about the project and how it was completed than a scientific paper. High quality, technically-rigorous reports are required. A final report should be a single stand-alone document and not rely on previous milestone reports. It should capture all the key background, methods, data, analyses, interpretation and conclusions from the research project.

The report length should be appropriate to the nature, complexity and duration of the study. Use of appendices for large data sets and additional information is encouraged to ensure the main body of the report remains relatively concise and easy to read.

Final reports must be formatted as per this final report template and meet MLA’s style guidelines.

They must be provided as MS Word 2010 or 2013 files with an extension of *.docx.* Providing only a PDF version of the final report is not acceptable.

Where a report contains confidential or commercially sensitive content, two versions of the final report must be provided:

1. A confidential version will be provided for MLA internal use (as a funding partner, MLA must be given access to all project-related documentation and outputs). This report should be clearly identified as “MLA Confidential” as per the formatting guidelines below.
2. A second version will also be required for public dissemination on the MLA website, with confidential or commercially sensitive content removed.

All final reports should be accompanied by a digital copy of any relevant project-related data such as multimedia, spreadsheets, databases, engineering drawings, metadata etc.

**Using the final report template**

**Assistance with final reports**

* If you have queries with submitting or formatting final reports please contact your Project Manager or email reports@mla.com.au

**Citations**

* References are cited by the author and date (Harvard system); they are not numbered. All references in the text must be listed at the end of the paper, with the names of authors arranged alphabetically; all entries in this list must correspond to references in the text. In the text, the names of two co-authors are linked by ´and´; for three or more, the first author´s name is followed by ´et al.´. Where more than one reference is cited in the text, they should be listed chronologically.
* The titles of papers and the first and last page numbers must be included for all references. Authors should refer to the latest issues of the Animal Production Journal for the style used in citing references in books and other literature. Full titles of periodicals must be given.

**Cover page**

* Font: Calibri
* Insert partner company logo in top right corner, four keyboard spaces to the left of the MLA logo. Delete extra picture placeholders if not needed
* Tip: Image should have Wrap text option set to “In line with text”
* Date published should be the date the report was last updated
* Title of report is the only item that is bolded and should relate to the project name
* If this is a confidential report, include “- MLA Confidential” to the title. e.g. “Dung Beetles in South Australia – MLA Confidential”
* ISBN is optional and will be added by MLA

**Figures**

* In the text and in the captions, use the abbreviated style of Fig. 1 (not Figure 1). Captions to Figures should be typed directly below the Figure or illustration

**Footnotes**

* Footnotes appear at the bottom of the page, or below the table or chart to which they refer. The conventional order for footnotes is: \*, †, ‡, §, ıı, #
* If more footnotes are required # is followed by double symbols – \*\*, ††, etc.

**General style guidelines**

* Calibri, font 11 for normal text
* Headings (level 1,2) font 16, Headings (level 3) font 12
* Page footer/header, font 9

**Header and footer**

* In “Design” tab, ensure “Different first page” is check marked. The header and footer should show on all pages except the cover page
* Do not change format of page numbers
* Header should have one hyphen between project code and project title, all aligned right
* If this is a confidential report, append “- MLA Confidential” to the header e.g. “B.AHE.1234 - Dung Beetles in South Australia - MLA Confidential”

**Inserting images**

* When adding images into the report, ensure that you crop and compress all pictures to 220ppi (Print quality) so as to minimise the document file size.
* All images must be clearly identified as regards location and any names.
* You must have sought appropriate permission to use these images.

**Mathematical formulae**

* These should be carefully typed with symbols in correct alignment and adequately spaced. Each long formula should be displayed on a separate line with at least one line of space above and below.

**Table of contents**

* Manage this last
* At the end of writing the final report, Right Click inside the Table of contents area and click, “Update Field > Update Entire Table”

**Tables**

* In the text, use capital ´T´ for Table 1,2 etc. Tables shouldn’t be crowded to fit on one page; use a second page if necessary. Double-spacing should be used for titles, headnotes and footnotes, without underlining them.
* ´Table 1´ is part of the title and should not be typed on a separate line.
* Headnotes (or sub headings) should be used for notes or explanations that refer to the whole Table - they should be typed on a new line below the title.
* In column headings, side headings and Table entries, only capitalise the first letter of the first word and proper names.
* Units (cm, %, etc.) should be in parentheses and placed just after or below the headings (but above the line for column headings).
* Footnotes in Tables refer to specific column or row headings or to specific values in a Table. Use superscripts (A, B, C, etc.) for Table footnotes. Do not use vertical rules in Tables.
* See <http://www.publish.csiro.au/nid/75/aid/376.htm#17> for some further guidelines on Tables.

**Saving the document and file names**

* Delete the first three pages of instructional text by highlighting the text and pressing the “Delete” key, not the “Backspace” key. All guidelines and instructions must be removed before submission by highlighting each section and then deleting.
* File should be saved as, “Project Code Final Report” i.e. “X.XXX.nnnn Final Report.docx”
* If the report is confidential, add “ – MLA Confidential” to the name e.g. “B.AHE.1234 Final Report – MLA Confidential.docx”
* If adding a project description in the file name, please use no more than 2 – 3 words i.e. “B.AHE.1234 Dung Beetles Final Report.docx”

**Submission of final reports**

* All final reports are to be submitted to either the Project Manager looking after your project contract or by email to reports@mla.com.au
* Submission dates must be met unless previously negotiated with the MLA Project Manager. Approval for payment of final milestone(s) is only given when the final report is approved by the Project Manager. As a general rule, final reports will be reviewed by one to two MLA staff. Another referee external to MLA may also review the document.
* Reports will only be approved if technically sound, well written and presented, and submitted in the correct format (as provided in these guidelines).

**Watermarks**

* Use “Draft” as a watermark if required for earlier versions of the report.
* For a confidential report, place a “MLA CONFIDENTIAL” watermark on all pages.

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final report

Project code: <MLA project code = X.XXX.nnnn>

Prepared by: <Preparer’s Name>

 <Preparer’s Company Name - no acronyms>

Date published: <Day, Month and Year - e.g.10 April 2015>

PUBLISHED BY

Meat and Livestock Australia Limited

Locked Bag 1961

NORTH SYDNEY NSW 2059

**<Title, Calibri, Bold, size 18 – 22, less than 200 characters>**

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This publication is published by Meat & Livestock Australia Limited ABN 39 081 678 364 (MLA). Care is taken to ensure the accuracy of the information contained in this publication. However MLA cannot accept responsibility for the accuracy or completeness of the information or opinions contained in the publication. You should make your own enquiries before making decisions concerning your interests. Reproduction in whole or in part of this publication is prohibited without prior written consent of MLA.

Abstract

Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting): An abstract is optional if the executive summary can be used instead i.e. the executive summary is short (less than one page).

If this is not the case, then an abstract should also be included and be a fully self-contained description of your report. It should summarise the thrust of the work, highlight the results and provide the main recommendation without the reader needing to click through to other pages for more information. It is imperative that is written in clear, everyday language – avoid jargon.

It should answer the questions:

* Why the work was done (state the problem and motivation for undertaking the work);
* How the work was done (what approach was taken and what was the extent of the work); and
* What industry benefit/s will arise from the work (what were the results and implications of your work).

The abstract should be a maximum of 10 lines or 200 words. This is the most difficult to write but effort should be made to ensure it is challenging enough for more information to be requested by the reader. Note that the abstract will also be used as a web summary. As such it is recommended that key words or phrases be included when writing it to assist search engines in finding your material.

Executive summary

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** The Executive Summary is the most important part of the document as it will be the section that MLA distributes to raise awareness of the completed study. The Executive Summary provides an extended overview of the project sufficient in detail so that the reader can appreciate its objectives, approach, key results and insights, and implications for industry and for further research. It should be a maximum of two or three A4 pages.

The Executive Summary should summarise project objectives, significant results, conclusions and recommendations for future actions. It should answer the questions in more detail then the abstract:

* Why the work was done (what was the problem);
* How it was done;
* What was achieved; and
* What industry benefit/s will arise from the work (what were the results and implications of your work).

Table of contents

[1 Background 8](#_Toc472079446)

[1.1 Heading 8](#_Toc472079447)

[1.1.1 Sub heading 8](#_Toc472079448)

[2 Project objectives 8](#_Toc472079449)

[2.1 Heading 8](#_Toc472079450)

[2.1.1 Sub heading 8](#_Toc472079451)

[3 Methodology 8](#_Toc472079452)

[3.1 Heading 8](#_Toc472079453)

[3.1.1 Sub heading 8](#_Toc472079454)

[4 Results 9](#_Toc472079455)

[4.1 Heading 9](#_Toc472079456)

[4.1.1 Sub heading 9](#_Toc472079457)

[5 Discussion 9](#_Toc472079458)

[5.1 Heading 9](#_Toc472079459)

[5.1.1 Sub heading 9](#_Toc472079460)

[6 Conclusions/recommendations 9](#_Toc472079461)

[6.1 Heading 9](#_Toc472079462)

[6.1.1 Sub heading 9](#_Toc472079463)

[7 Key messages 10](#_Toc472079464)

[7.1 Heading 10](#_Toc472079465)

[7.1.1 Sub heading 10](#_Toc472079466)

[8 Bibliography 10](#_Toc472079467)

[8.1 Heading 10](#_Toc472079468)

[8.1.1 Sub heading 10](#_Toc472079469)

[9 Appendix 10](#_Toc472079470)

[9.1 Heading 10](#_Toc472079471)

[9.1.1 Sub heading 10](#_Toc472079472)

# Background

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** This section should provide a background and context for the project including:

* Why it was undertaken;
* Its significance for industry; and
* Its overarching aims.

The background should clearly describe how it builds on, and relates to, previous research.

# Project objectives

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** This section must state the project objectives as worded in the research agreement.

# Methodology

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** This section should provide a full and succinct description of how the project was conducted including experimental design(s), measurements, and statistical analysis.

# Results

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** This section should include the key data sets with appropriate statistical analysis. Use of graphs and tables to summarise data is encouraged. All project data should be included as an appendix or supplied electronically.

# Discussion

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** Full consideration and interpretation of the results is required. Structure and wording should be clear and concise. A guide as to what content should be included in the discussion is listed below:

* Inferences and insights from the data relative to previous research;
* Practical implications for industry;
* Unanswered questions/additional research recommended;
* Draft extension messages (if relevant); and
* What could have been improved in the project delivery (what worked, what didn’t).

This section must also include discussion of the extent to which each specific project objective was met. This includes writing the project objectives and placing a short summary underneath.

# Conclusions/recommendations

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** This section should summarise key insights and implications from the project with a particular focus on how this relates to the red meat industry.

This section should include clear and concise recommendations for:

* Future R&D;
* Practical application of the project’s insights and implications to the red meat industry; and
* Development and adoption activities which would ensure the red meat industry achieves full value from the project’s findings.

# Key messages

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** This section should describe the key communication messages for red meat producers/processors, focussing on:

* The different behaviours/practices that producers/processors should be adopting as a result of the project; and
* The likely economic, social and/or sustainability benefits to producers/processors from such changes.

# Bibliography

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** The Bibliography should be in the same style as the CSIRO’s Animal Production Science Journal ([http:/www.publish.csiro.au/nid/72.htm](http://www.publish.csiro.au/nid/72.htm))

# Appendix

## Heading

### Sub heading

Normal text

**Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting):** Should include the location of any metadata.