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

**MLA milestone report – Standard
template instructions (updated 13 January 2017)**

**Usage**

All R&D projects where MLA provides funding via producer or other non-processor levies. Do not use for AMPC or MLA Donor Company funded projects.

**Introduction**

Milestone reports should document the progress of projects relative to the specific requirements of each milestone. The milestone report should also provide MLA with a brief update on the overall progress of the project.

Length of milestone reports will vary depending on the amount of work conducted and with the frequency of reporting.  In general, the main body of the report (excluding appendices) should generally be no more than 20 pages.  Appendices can be used, as necessary, to provide additional data, data analysis and other activities and results that help demonstrate the milestone has been achieved and that the project is on track.

Milestone reports must be formatted as per this 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 milestone report is not acceptable.

Milestone reports are for internal MLA use only, and may contain confidential or commercially sensitive content. This should be noted as confidential where applicable.

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

**Using the milestone report template**

**Assistance with milestone reports**

* If you have queries with submitting or formatting milestone 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 milestone report was last updated
* Title of report is the only item that is bolded and should relate to the project name.
* Place the milestone no and title below the project name e.g. ‘Milestone 3 – Interim Report’

**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

**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 Milestone nn Report” i.e. “X.XXX.nnnn Milestone n Report.docx”
* If adding a project description in the file name, please use no more than two – three words i.e. “B.AHE.1234 Dung Beetles Milestone 3 Report.docx”

**Submission of milestone reports**

* All milestone reports are to be submitted to either the Project Manager looking after your project contract or by email to reports@mla.com.au
* Payment of invoices is only given on acceptance of the milestone report being approved by the Project Manager. Reports will only be approved if technically sound and submitted in the correct format as stated in these guidelines.

**Watermarks**

* Use “Draft” as a watermark if required for earlier versions of the report

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milestone 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

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

**<Milestone number – name, Calibri, bold>**

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Abstract

Normal text

Guidelines (please don’t type in this section, guidelines must be removed before submission by highlighting this section and then deleting): The abstract should summarise the main points of the milestone report including, where possible, potential and realised benefits to industry. MLA will generally use the abstract to communicate the progress of projects to producers and other stakeholders. It is imperative that is written in clear, everyday language – avoid jargon.

The abstract should be a maximum of 10 lines or 200 words.

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# Milestone description

## 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):** Please enter the milestone achievement criteria from the contract.

# 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 (optional)

## 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.

# Success in meeting the milestone

## 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 to what extent the milestone has been achieved and how. The level of detail in this section should reflect the level of work involved and the frequency of reporting. The contribution of the milestone to achieving the project’s objectives should also be discussed where appropriate. Researchers are encouraged to use the traditional Materials and Methods, Results and Discussion format where it is compatible with the milestone.

# Overall progress of the project (optional)

## 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):** Where the milestone is not a progress report, this section should be used to briefly describe project work being undertaken that is not directly linked to the milestone.

# Discussion (optional)

## Heading

### Sub heading

Normal text

# 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 may include recommendations for modifications to the schedule of the current project, recommendations for new research and development, and managerial actions required of MLA (including communication activities).

# Bibliography (optional)

## 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)

# Appendix (optional)

## 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):** For this section please include supporting documentation, e.g. media releases, newspaper articles associated with the project.