

### **Instructions for completing Quarterly Reports (Version 3)**

**The prose of the report should flow and be representative of all of the work from the flagship. The report lead should ensure that labeling, numbering, font and paragraph style is consistent through out the report.**

**Text:** The report should be written in the 3<sup>rd</sup> person using language suitable for a publication. Please complete this report in word, using Arial font 11. Don't use the tab to indent any text and complete all of the report in regular paragraph style with single-spaced lines, using bold for headings as indicated.

**Figures:** Please include at least one properly labelled figure per objective (one per task if the results warrant this). Please don't use frames or boxes for figures. Use Arial font 11 for axes and legends and number figures appropriately. Place captions directly in the text (not in text boxes). Please label figures in numerical order and refer to all figures in the text (e.g. 'see Figure 2', or 'Figure 2 shows ' etc.).

**Executive Summary:** 250 wds maximum. This should be an integrated, coherent summary of the report. It should start with an introduction, followed by key results and finish with conclusions and future work.

**References:** Please can you insert references as (Bloggs, J. et. al. 2014), and then list the reference at the end of the report. References should be at the end of the report in alphabetical order, formatted 'Bloggs, J. et al., '*Title*', Journal, Date, vol, (pp) etc.'

Please make every effort to make the report concise and present your **key findings only**. Use figures and show data for each finding where possible.