

WRI Report Guidelines for
PROGRESS REPORTS
February 2011

1. Elements required (unless noted as optional), in order:

- Title page (project title, names and affiliations of all investigators, contact information for Principal Investigator (PI), WRI project number, date of report)
- Body of report focusing on stating and explaining the project activities and findings to date; explain student involvement; offer preliminary explanation of the significance of findings to date; explain any deviations from original project plans
- Alphabetical list of references cited in the report
- Appendix 1: alphabetical list of abbreviations and symbols, with definitions
- Appendix 2: lists of the following items resulting, to date, from the project:
 - o publications (including theses or dissertations) and presentations
 - o patents, data sets, or web sites
 - o efforts at technology transfer or communication of results to end users, policy makers, or others (beyond, or based on, the items from the two bullets above)
- Optional: other appendices

2. Format

- Margins: 1 inch top, bottom, and both sides
- Number pages in the center of the bottom margin on each page except the title page
- Concise page headers are not needed but acceptable; footnotes should not be used.
- Text should be single-spaced, and ragged-right (not right-justified)
- Times New Roman 12 point font; headings may be 14-16 point
- Paragraph format: single spacing between lines, double spacing between paragraphs, no paragraph indentation
- Tables and figures legible, consistently displayed on the page, numbered continuously through report, starting with “Figure 1” and “Table 1”, and having concise informative captions
- Tables and figures should appear on the page in which they are first cited in the text, or as close thereafter as possible (do not place all tables and figures together at the end of the report)
- Use section headings and subheadings to clarify organization, with numbering style 1., 1.1., 1.2., 1.2.1., 1.2.2., etc.
- Citations in the body of the report should be in standard “author, year” format.

3. Submission

- Submit as a Microsoft Word document or pdf
- Submit by e-mail to the WRI Business Officer, Mary Beth Barrow (marybeth_barrow@ncsu.edu)

WRI Report Guidelines for
FINAL REPORTS
February 2011

1. Elements required (unless noted as optional), in order:

- Title page (project title, names and affiliations of all investigators, contact information for Principal Investigator (PI), WRI project number, date of report)
- Abstract (start a new page, 1 page limit, must include project title, objective(s), methods, results, conclusions, and recommendations)
- Optional: list of figures, list of tables
- Acknowledgments (start a new page, 1 page limit)
- Body of report to include the introduction, methods, results, discussion, summary, conclusions, and recommendations
- Alphabetical list of references cited in the report
- Appendix 1: alphabetical list of abbreviations and symbols, with definitions
- Appendix 2: lists of the following items resulting from the project:
 - o presentations and publications, including theses or dissertations
 - o patents, data sets, or web sites
 - o efforts at technology transfer or communication of results to end users, policy makers, or others (beyond, or based on, the items from the two bullets above)
- Optional: other appendices

Note: even after the final report is submitted, WRI appreciates updates from PIs on any new project publications or other items of the kind listed in Appendix 2.

2. Format

- Margins: 1 inch top, bottom, and both sides
- Number pages in the center of the bottom margin on each page except the title page (start with the Acknowledgments as page 1)
- Concise page headers are not needed but acceptable; footnotes should not be used.
- Text should be single-spaced, and ragged-right (not right-justified)
- Times New Roman 12 point font; headings may be 14-16 point
- Paragraph format: single spacing between lines, double spacing between paragraphs, no paragraph indentation
- Tables and figures legible, consistently displayed on the page, numbered continuously through report, starting with “Figure 1” and “Table 1”, and having concise informative captions
- Tables and figures should appear on the page in which they are first cited in the text, or as close thereafter as possible (do not place all tables and figures together at the end of the report)
- Use section headings and subheadings to clarify organization, with numbering style 1., 1.1., 1.2., 1.2.1., 1.2.2., etc.
- Citations in the body of the report should be in standard “author, year” format.
- Do not use the WRI logo in or on the report

3. Submission

- E-mail Microsoft Word document to WRI Business Officer, Mary Beth Barrow (marybeth_barrow@ncsu.edu)
- Submitted reports are considered drafts until approved by WRI
- A final report is required for all projects funded through WRI**