

## **Guidance to authors of DCA research outputs**

You will no doubt be aware that yours is one of a number of reports contracted by the Research Unit. We aim to achieve as great a level of uniformity between the various papers as possible. To minimise abortive work on your part and to maximise the speed with which DCA can publish, please can you follow this guidance when completing your research outputs. **We will return outputs that fail to meet this guidance as not meeting DCA requirements.** Where guidance is not given, your preferred style is acceptable, but please ensure you are consistent throughout.

### **General points**

#### ***Page layout***

All outputs should be presented on A4 paper, with the top and bottom margins at 3 cm. The left and right margins should be 2.5cm. The page number should be located 1cm from the bottom of the page, centrally located in arial, 10pt.

#### ***House Style***

Your project has been commissioned to inform and evaluate the Department's policy making. In order to make your work accessible to all you should adopt a plain English style and avoid unnecessary jargon. Statistics and tables are valuable but their relevance needs to be made clear in the text.

DCA House style for research reports is **ARIAL** typeface, with the body of the text in 11pt unjustified and 1.5 spacing.

A single line should be included between paragraphs. The first line of a paragraph should not be indented. Paragraphs should start immediately after headings, except for Chapter Headings where a single blank line should be immediately below the Chapter heading.

Interview extracts should be shown in 11pt arial, italic single spacing (with or without quotation

marks) to differentiate from the general text. They should be indented 1cm both sides. It can be inserted in a text box if required.

Text boxes: These should be arial, single spacing. They should be outlined with a single black line and not indented to left or right. If shaded, this should be a light grey shade only.

The 1.5 spacing requirement can be varied for Tables and Figures, but must remain clearly readable.

### ***Headings and Sub-headings***

All headings should be in bold, with only the first letter in caps and aligned to the left margin. Chapter headings should be in 14pt, sub-headings in 12pt, sub-sub headings 11pt italics. Lower sub-headings should be avoided if possible. If they are used, they will be 11pt italics, with no bold. Headings do not have full stops at the end.

Chapter headings should be numbered and consistency must be maintained throughout the document. Sub-headings may be numbered. Sub-sub-headings should not be numbered.

### ***Foot/End Notes***

ARIAL 9pt, single-spacing, with consecutive numbers.

### ***Electronic Format***

The final report should be supplied to the Contract Manager electronically, if possible in one document (zipped if necessary), in a format compatible with Microsoft Word 97 (this includes any Microsoft Word versions up to Word 97). You should also provide one hard copy of the report. Avoid use of macros within your report as they cause difficulties when it is being prepared for print.

## **STRUCTURE OF REPORT**

The report to be submitted should include, where appropriate, the following elements in this order:

### ***Table of Contents***

This need not include page numbering, but it should show all of the following (if appropriate):

- Executive Summary
- List of Figures
- List of Tables

- Chapter Headings (and sub-headings if necessary)
- References
- Appendices

Note: *Please do not draft using the automatic Word system for generating the table of contents from chapter headings (i.e. macros) as it can cause difficulties during the subsequent publication process.*

### ***Executive Summary***

This should be no more than four sides long, set out in bullet-point format and should include the following:

- Brief description of the issue tackled
- Methodology
- Key findings

### ***Introduction***

This is the opportunity to set the scene, including the following points:

- Why the report was commissioned
- Review of any previous literature
- Main aims of the research
- Structure of the report

It is usual for the Introduction to form Chapter 1 of the report.

### ***References***

These should be based on the “Harvard” method, indicating all references in the text to other publications giving author and date, followed by a list of references in alphabetical order at the end of the report.

### ***Appendices***

These should be kept to a minimum. They should contain information that is relied on in the report but in greater detail. If there is more than one appendix, each one should be numbered 1,2, 3,etc.

### ***Tables***

Use tables where necessary, and bear in mind that they can sometimes present information more concisely than text. The title of the table should be incorporated into its first row. Any note to the

tables should be included at the foot of the table. The source should also appear in this position.

Tables should be a minimum of 9pt, arial and preferable 10pt. They should not be wider than one page (portrait or landscape). Table structure, numbering, font, labelling and general presentation must be consistent throughout the document.

### ***Numbers***

Figures that are greater than 999 should include commas to denote thousands, millions, billions and so on. Try not to incorporate complicated statistics into the text: reporting that a finding is significant is usually sufficient. Details of tests used and significance levels can be incorporated into the appendices, or into a brief footnote.

### ***Graphics***

The term graphics includes all types of graphs, drawings, photographs, maps and screen dumps. Check whether you have ownership of all material to be printed, obtain authority to reproduce and show ownership on each graphic. All graphic must be imbedded within the text and be clearly readable when printed in black & white. If in doubt, this needs to be discussed with the contract manager. We publish in colour only occasionally and therefore colour graphics should be avoided. Ensure that the size of any graphic is such that the item is clearly and easily ready when printed hard-copy. Typeface for legends, axis information and data labels of not less than 9pt, arial.

### ***Figures***

Figures should only be used when necessary and should be labelled clearly. In charts use heavy lines or bars, as thin or broken lines come out less clearly, reducing the impact. Avoid using black fills and be mindful of the points made in the previous section about colour and sizing. Graphs can be confusing when printed in black & white so are not generally recommended, and when using shades of grey a variation of at least 20 % should be maintained between touching segments.

### ***Paragraph for Insertion on the back cover of the Report***

This should be a short (not more than 100 words), punchy, synopsis of the background to the report and its contents.

Finally, all our published reports contain a short disclaimer which will be inserted pre-publication and, usually, '**Acknowledgements**' and/or '**The authors**' sections so please do submit any notes you wish included in these.