

Reporting requirements: Research Review

Purpose

A Research Review should systematically present the current state of knowledge about the subject area and identify implications for the industry and knowledge gaps that should be addressed. The report will be published on the AHDB Cereals & Oilseeds website and will be made available in paper form. Hard copies are sent to the British Library at Boston Spa and to CAB International for reviewing by abstracting journals.

Audience

The audience for the Research Review is primarily AHDB Cereals & Oilseeds staff and the research community, although it may also be read by more technically-minded farmers and agronomists. The abstract should be understandable by a non-technical audience.

Submission

For projects in which the Research Review forms the Final Project Report, the Research Review is due on the last day of the project. Reminders about this contractual obligation will be sent to all contractors shortly before the end of the project.

For projects where the Research Review is completed during the project and where a Final Project Report will be published at the end of the project, a submission deadline should be agreed with AHDB Cereals & Oilseeds.

If you are not able to submit your review by the deadline, you must make your Research & Knowledge Transfer Manager aware of the issues and agree a timetable.

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| Email the Research Review as a Word document to research@ahdb.org.uk |
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Editing

Once received, the report will be read by the Research and Knowledge Transfer Manager. If major rewriting is required, the Research and Knowledge Transfer Manager will liaise with the author at this stage. In most circumstances, however, the report will be passed from the Research and Knowledge Transfer Manager to the Publications Manager or Publications Assistant, who will add their comments and return the report to the author for editorial changes. Once the revised report has been received, the Publications Manager/Assistant will check it and publish the report. Ensuring that the review template is used will help to enable prompt publication of the report.

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Expert evaluation

As outlined in the contract, we reserve the right to send Research Reviews out for expert evaluation prior to publication. In such instances, we will advise you of our intention and notify you of a date on which we expect to be able to supply you with the evaluation report(s). AHDB Cereals & Oilseeds staff will discuss any recommendations made by the evaluator(s) and we will ask you to address any points deemed to be valid prior to final submission.

Payment

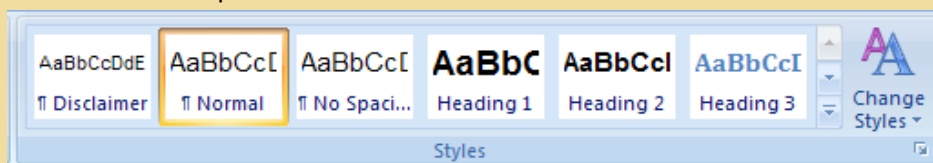
For projects in which the Research Review forms the Final Project Report, the final quarterly payment is made only after receipt of the Research Review of a satisfactory standard. Please note that sanctions apply in cases where submission of the review is delayed without good cause. For further information on where this will apply, please refer to your contract.

Format

- A template is provided. It is essential that this is used to enable prompt publication.
- The review should be of a high standard in terms of scientific content, presentation and readability.
- Number figures and tables sequentially: Figure 1, Figure 2 etc. Figure legends should appear below the figure; table captions should appear above the table.
- Colour may be used, but it must be possible to clearly understand the report when printed in black and white.

Using 'Styles' in Microsoft Word

The report template is set up with the appropriate page margins, page numbers etc. It also includes a table of contents. This can be automatically updated, but only if the report is formatted using the 'Styles' menu in Word. The 'Styles' menu can be found at the top of the screen.



Main text

The main body of the text should be in the style 'Normal'. This should be the default format, but can also be applied to text by clicking on the 'Normal' style or by pressing Ctrl+Shift+n.

Headings

Four levels of heading have been set up in the template. These should be used sequentially for headings and sub-headings. They can be applied by clicking on the appropriate heading in the style menu. Heading styles 1 to 3 can also be applied using the keyboard: Ctrl+Alt+1, Ctrl+Alt+2 and Ctrl+Alt+3.

Figure legends and table captions

These should use the style 'Legend' – available from the style menu.

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Components of the report

Title – The title of the report is often, but not always, the same as the title of the project but it must relate well to the content. Avoid the use of acronyms.

Contents – The template includes a table of contents that can be automatically updated by right-clicking and selecting 'update field'.

Abstract – A brief abstract (one page) summarising the scope, conclusions and implications of the review. This should be written in a style suitable for a grower audience. Do not include tables, figures or references in the abstract.

Main body – The main body of the review should systematically present the current state of knowledge about the subject area from all published (and sometimes unpublished) sources and refer to relevant literature. The conclusions should state clearly the findings of the review, paying special attention to specifying implications for the industry and identifying knowledge gaps that should be addressed.

References – These should be provided in a consistent format, preferably using the format of 'Aspects of Applied Biology'.