

## Special Report Format for Final Scientific Research Reports

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### **New format for final AFE research reports!**

#### **Final Report Deadline:**

Final reports for scientific research projects are due within **30 days** of the completion date cited on the original full proposal application form.

#### **Purpose of Final Reports:**

Final reports allow the AFE Board of Trustees and donors to comprehensively evaluate the research project and how it benefits the industry. Additionally, a final report is required to satisfactorily terminate any research project.

#### **Reporting System and Content:**

- The report should not exceed 5 single-sided pages and should include photos (see Report Requirements below).
- All text should be in Helvetica font.
- Reports should be submitted electronically for review in Microsoft Word format to AFE Executive Director Debi Aker – [dchedester@afeendowment.org](mailto:dchedester@afeendowment.org) – and to AFE Research Coordinator Terril Nell – [tnell@afeendowment.org](mailto:tnell@afeendowment.org)
- All reports will be reviewed by AFE and assigned a report number. AFE will return reports with the assigned report number and any recommended changes.
- Researchers will then finalize their report and submit the final report to AFE for publication. Photos used in the final report should also be submitted separately for use in publications.

#### **Page Set Up:**

Letter size: 8 ½ x 11

Margins: All margins should be 1”

Page border: 1.5 pt. black border wrapped around text

#### **Heading:**

The heading should be in 14-point font and bold and should read:

**Special Research Report # \_\_\_\_\_: Title of the Report**

Note: The number will be assigned by the Endowment while under review.

Also list the category of the report. Choose from the list below:

- Disease Management
- Insect Management
- Plant Breeding and Genetic Engineering
- Post Production
- Production Technology
- Specialty Research Projects

In 12-point font below the heading, list the authors following the format in the examples below:

Thomas J. Gianfagna<sup>1</sup>, Kit L. Yam<sup>2</sup> and George J. Wulster<sup>1</sup>

<sup>1</sup>Plant Biology and Pathology Department and <sup>2</sup>Food Science Department, Rutgers –  
The State University of New Jersey, New Brunswick, NJ

or

Stephanie E. Burnett<sup>1</sup>, Shuyang Zhen<sup>1</sup>, and Marc van Iersel<sup>2</sup>

<sup>1</sup>Department of Plant, Soil, & Environmental Sciences, University of Maine, Orono, ME

<sup>2</sup>Department of Horticulture, The University of Georgia, Athens, GA

Insert a 1-point horizontal black line after the authors and before the beginning of the report.

**Footer:**

Follow the following example. Note the footer is under the page border:

**Report Requirements:**

Categories that must be included in each report:

- Background
- Materials & Methods
- Results
- Conclusions
- Industry Impact

Categories should be in 12-point font, in all caps and bold. Double space between categories and single space within the report.

Photos and graphs:

Pictures and graphs should have titles and captions underneath using 10-point font, bold and italics.

All reports should include high-resolution photos that show several aspects of the research as it was being conducted. Because AFE publishes these reports on the Endowment website, it is important to use people and product shots in addition to scientific photos and graphs.

Written Report:

While we know your research project was scientific, we ask that you write your final report in a way that the general industry and consumer can understand. Reports written in layman's terms are more likely to be read and published.

**The following must be included at the end of the report:**

Year, Month © Copyright

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For additional information, contact \_\_\_\_\_ (insert the primary researcher's email address)

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**American Floral Endowment**

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