

**Research Reports – report template**

# Title

Please add the title of your report above. The title has Heading 1 style applied to it. This style is only used for the title in this report.

Reports are now published in html format to comply with the [accessibility legislation](https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps). Following our [accessibility guide](https://www.nature.scot/doc/research-reports-report-template-accessibility-guide-and-sample-report) will make it much easier for us to publish reports accessible html format. Please delete any sections in this template that are not relevant before submitting your report to NatureScot project manager for review.

[Sample report](https://www.nature.scot/doc/research-reports-report-template-accessibility-guide-and-sample-report) showing how our research reports should be formatted is also provided on our website, including the [full accessible html version](https://www.nature.scot/doc/naturescot-research-report-1256-aerial-surveys-seals-scotland-during-harbour-seal-moult-2016-2019).

For any questions on using our template or accessibility requirements please email [research@nature.scot](mailto:research@nature.scot).

**Authors**

Add names of authors who wrote the report above. If you wish to include the name of the organisation or company you work for, please include that in brackets after the authors names.

Please complete the following sections. **Keywords**, **Background** and **Main Findings** are mandatory for all reports. Other sections are optional.

## Keywords

Please add 6 to 8 keywords separated by a semicolon.

## Background

Enter background information for your research.

## Main findings

Summarise recommendations in a bulleted list.

* finding one
* finding two, etc.

## Acknowledgements (optional)

A brief statement acknowledging funding sources, partnerships, or help from others with your research or fieldwork.

## Abbreviations (optional)

In general, acronyms and initialisms should be spelt out in full the first time they are used, with the abbreviation following in brackets if the term will be used again in the report. Subsequently, the abbreviation can be used alone.

If you are using abbreviations, you may wish to consider adding a list here. Keep it simple, for example:

Site of Special Scientific Interest (SSSI)

Special Area of Conservation (SAC)

Please don’t add additional formatting such as tabs or columns. This will make it more difficult to transfer it to html.

## Table of contents (optional)

Table of contents will be generated automatically in html. If you or your NatureScot project manager would find it helpful to have a table of contents for the purpose of the writing and review process, feel free to add one in this section. Right click on the table below, select Update Field, and then Update Entire Table.

[Keywords 2](#_Toc75861351)

[Background 2](#_Toc75861352)

[Main findings 2](#_Toc75861353)

[Acknowledgements (optional) 2](#_Toc75861354)

[Abbreviations (optional) 2](#_Toc75861355)

## Main body of the report

This is where the main body of your report should be. Typically, scientific reports contain **Introduction**, **Methods**, **Results**, **Discussion** and **Conclusion**. As an expert in your subject, we believe you are familiar with this part.

Please refer to our [accessibility guide](https://www.nature.scot/doc/research-reports-report-template-accessibility-guide-and-sample-report) to for tips on how to make your report accessible. Before submitting it your NatureScot project manager use the Microsoft Word’s bult-in accessibility checker to check for any accessibility errors.

Complete the following sections: **References**, **Figures**, **Tables** and **Annexes**. Delete any sections that are not relevant.

## References

Please include all references from your report here in alphabetical order using Harvard referencing style. Short guide and sample references are included in our [accessibility guide](https://www.nature.scot/doc/research-reports-report-template-accessibility-guide-and-sample-report).

## Figures

Images (photographs, maps, as well as graphs and charts that weren’t created in Microsoft Word od Excel) should be provided to your NatureScot project manager as high-resolution image files in .png format.

All figures require a caption and alt text. Complex images, such as graphs or charts, also need a long description. Please see our [accessibility guide](https://www.nature.scot/doc/research-reports-report-template-accessibility-guide-and-sample-report) on how to write these and [sample report](https://www.nature.scot/doc/research-reports-report-template-accessibility-guide-and-sample-report) for examples.

## Tables

This is where your tables should be. Our [accessibility guide](https://www.nature.scot/doc/research-reports-report-template-accessibility-guide-and-sample-report) explains how to create accessible tables for html.

## Annexes

Please include any annexes at the end of the report. Each annex should be numbered (Annex 1, Annex 2, etc.) and have a short, but meaningful title. Remember that annexes also need to comply with the accessibility legislation.

It is possible to have separate annexes, such as Excel spreadsheets with field data, published alongside the report. Please discuss accessibility requirements for these with your NatureScot project manager.