1   SRA Final Report instructions and template – DELETE INSTRUCTIONS BEFORE SUBMITTING

1.1   Introduction

Final reports are an essential output of the project process. The final report provides accountability to those investing in the project. It also helps document the methods, data, insights of the work undertaken and help subsequent research and adoption activities. It should be a stand-alone document and capture the key background, methods, data, analyses, interpretations and conclusions from the research project. Previous milestone reports are not publicly available and should not be referenced in the final report; relevant information from milestone reports must be incorporated in the final report. Please use appendices for large data sets and additional information. Final reports will be published on the SRA website unless confidentiality is requested.

1.2   Cover page

- Insert company logo and any co-funder organisation logos in the picture placeholders at the bottom right beside the SRA logo. Right click and select 'Change picture'. Delete extra placeholders.
- If the report is not confidential, remove 'Confidential' and remove 'Date of public access.'

1.3   General style guidelines

- Use styles as set up in 'SRA' pre-set styles in formatting ribbon.
- Arial (Body), font 9 for standard text (Body Copy).
- Arial (Headings), font 11, bold for Heading 1 (Heading 1).
- Arial (Headings), font 9, bold for Heading 2 (Heading 2).
- Arial (Headings), font 9 bold for Heading 3 (Heading 3).
- Page/header and footer, Arial (Body), font 9 (Body Copy).

1.4   Header and Footer

- Ensure that the header does not start until the third page (Section 2). Add the SRA project code (formatted as 201x/xxx) right aligned. If confidential, include "- SRA Confidential" in the header following the project code.
- Do not change the page number formatting.

1.5   Table of Contents

- Right click within Table of Contents area and click, "Update Field > Update entire table".

1.6   Figures

- In the text use the abbreviated style of Fig. 1 and in captions, Figure 1.
- Captions for figures should be directly below the figure and should be hyperlinked using the "References > Insert Caption" option.
- If required, insert Table of Figures on page 4 using "References > Insert Table of Figures".
- Right click within Table of Figures area and click, "Update Field > Update entire table".
- For Figure Titles, use Arial, font 9, bold. Use pre-set style 'Heading 6,Figure'. Use **"CAPTION, SRA CAPTION"** for figure details (so it doesn't pull ALL of the figure text into the Table of Figures.)
- Space figures 6pt before and 12pt after. Left align figures.

1.7   Tables

- In the text within tables, use the "Table data" pre-set style. In captions refer to tables as Table x (e.g. Table 1). Captions for tables should be directly above the table and should be hyperlinked using the "References > Insert Caption" option.
- If your table has a heading, use "Table Heading". Use "Table Data Heading" for row/column titles.

- Table of Tables is on page 4. Right click within Table of Tables area and click, "Update Field > Update entire table". Delete table if not required.
- For Tables caption, use Arial, font 9, bold. See pre-set style 'SRA Caption'.
- Space figures 12pt before and 6pt after. Left align tables.

1.8 Paragraph

- For standard paragraph text use single line spacing, 0pt spacing before, 10pt spacing after. See pre-set style "Body Copy".
- One return between paragraphs.
- Left align all paragraphs.

1.9 Footnotes

- If required, footnotes should appear at the bottom of the page using References > Insert Footnote or below the table or chart to which they refer.

1.10 Inserting images

- If you have access to Photoshop or similar image editing software, compress images to 96ppi (print quality) to reduce file size.
- Alternatively, open your image in the **"Photos" app** in Windows, and select the three dots in the top right hand corner and choose **Resize.** Choose the **medium** option, save, and insert this version into your report.
- Only insert images that are in jpeg format.
- Following 'figure' formatting instructions.
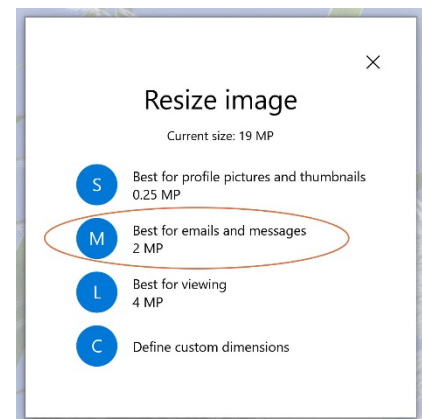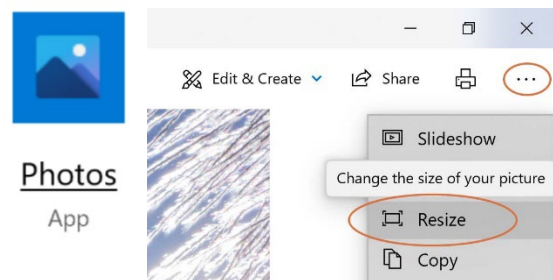
2   IP register

- It is a requirement of submission that the SRA IP portal has an updated version of the project's IP disclosure and that a pdf version of the IP disclosure if submitted alongside the Final Report. Contact **ipportal@sugarresearch.com.au** if you require assistance.
- If the project was contracted prior to 2017, the word document version of the IP register must be attached.

3   Videos

Submit video as a separate file attached to final report submission and not embedded in final report.

4   Watermark

Add 'CONFIDENTIAL' watermark to all versions if confidential.

5   Data storage information

SRA requires information about the nature of the data used within this project and the storage and accessibility of said data in the future. Please fill out tables in template appendix providing this information. Delete if no data used in project and therefore not required.

6   Saving and file names

- Save the file as 'ProjectCode FinalReport V1.0'
- If the report is confidential, add "- SRA Confidential" to file name
- Submit the final report as a Word file.

7   Citations

- Reference citations are to be cited in accordance with the Harvard system of referencing. See **https://web.library.uq.edu.au/files/26535/harvard-2002-style-guide.pdf**
- Please insert citation for Final Report in the placeholder at the bottom of the disclaimer page including those who have made significant contributions to the work as authors.

8   Report submission

- File size should be no more than 10MB.
- SRA will insert ISBN into placeholder on page 2 after submission if required.

9   CHECKLIST PRIOR TO SUBMISSION

- ☐ Final report is in Word as per formatting instructions. Submit Word document version.
- ☐ Intellectual Property (IP) disclosure pdf is attached to submission. (Word document version if project contracted prior to 2017).
- ☐ Financial Acquittal template has been passed on to relevant department.