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Researcher/s: (for multiple researchers belonging to same organisation list names after each other i.e. J. Smith, L. Smith.

amarjot\_kaur

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Final report received by FWPA in Month, Year

# Executive Summary

The executive summary is a 400-500 word document (Arial 12pt font as specified in style ‘Normal, Text’). The summary needs to address the following three questions:

1. What is the project about (project objectives)
2. How will the outcomes benefit the industry
3. What does industry need to do to gain benefit

These questions ARE NOT subheadings. They are expected to form an outline and set a direction for the executive summary.

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# Introduction

The “introduction” should provide an outline of the project. It should establish the broad content of the report and summarise previous research. The styles for level two and three headings are shown below but also feature in the Styles and formatting tab.

## Level two heading

### Level three heading

# Methodology

The methodology used in the project should be described in detail in this section. Maintain consistency through report and always follow the styles and formatting options.

## Sampling method (level two heading)

Example of a level two heading. You may include relevant level two headings to the research report.

### Level three heading

# Results

# Discussion

# Conclusions

# Recommendations

# References

(List references alphabetically following the format below – Use italics for journal/periodical titles and uppercase for book titles)

Adams, R. (1997) Wood is good. Forest Products Journal 47(1):68-70.

Adams, R. and Banks, T. (1995) DRYING WOOD. Prentice Hall, Englewood Cliffs, NJ. 550 pp.

Adams, R. and Collins, H. (1994) Drying veneer. Wood and Fiber Science 29(2):25-28.

Adams, R., Albert, C. and Smith, H. (1992) Drying red oak. Forest Products Journal 42(5):72-78.

Adams, W., Abner, P. and Collins, H. (1998) DRYING HICKORY. In: Proc. Drying Various Woods. Proc. No. 7432. Forest Products Society, Madison, WI. pp. 43-52.

Banks, T. (1991) DRYING WOOD FOR FUN AND PROFIT. Van Nostrand Reinhold, New York. 485 pp.

# Acknowledgements

# Researcher’s Disclaimer (if required)

# Appendix

(Label each appendix in numeric sequence e.g. Appendix1, Appendix 2 etc)