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**BRAIN-be**

**Belgian Research Action through Interdisciplinary Networks**

*HOW TO WRITE THE FINAL SCIENTIFIC REPORT*

**GENERALITIES**

* A **summary in 3 languages (French, Dutch and English)** must be handed in **at the same time as** the report.

It must be a **maximum of three pages long for each language** and structured in the following way:

* description of the context, the objectives and the methodology of the research,
* presentation of the results as well as the main conclusions and recommendations.
* The **summary** must contain **a few keywords** (5) at the end of the text, so that the project can be easily found in a database.
* The **report** must be written **in English**.
* The **report** must describe how the research was conducted and how the objectives were achieved.
* It must refer to the results obtained by describing the type of results and their interest for science, society and the policymaker.
* The emphasis will be on the dissemination and valorisation of the results.
* It will take into account the opinion given by the Monitoring Committee on the project and its implementation, its expectations and its possible contributions/ collaborations.
* It will provide a general review of the research and future prospects.
* It will be an **integrated report including the contributions of all the partners.**

*A compilation of scientific articles won’t be accepted.*

* The **report** will be published on the BRAIN-be website ([www.belspo.be/BRAIN-be](http://www.belspo.be/BRAIN-be)) where visitors will be able to download it.

**A. STRUCTURE OF THE PAPER**

***Cover page***

**TABLE OF CONTENTS**

**ABSTRACT**

**1. INTRODUCTION**

**2. state of the art AND objectives**

**3. METHODOLOGY**

**4. scientific results and recommendations**

**5. DISSEMINATION AND VALORISATION**

**6. PUBLICATIONS**

**7. ACKNOWLEDGEMENTS**

**ANNEXES**

**B. CONTENTS OF THE REPORT**

**See template available on the website: www.belspo.be/BRAIN-be**

***Cover page***

The template has a cover page that needs to be filled in. You have to add the project title, the contract number, the surname and first name of the network’s promoters and the participating researchers, the institution and its complete address, as well as the surname and first name of the author / authors and the date for handing in the report.

The logos for BELSPO and the research institutions must also figure here.

**TABLE OF CONTENTS**

The table of contents begins on a new page and includes the list of all the sections appearing in the document and the number of the page on which they begin.

**ABSTRACT**

A short text must be provided (10 -15 lines)

**1. INTRODUCTION**

The project must be introduced in a few lines on the overall context of the project.

**2. STATE OF THE ART AND OBJECTIVES**

The first level of information in the report refers to the project’s purpose. It is necessary to **explain the choices made and the strategies which led to the definition of the scientific objective**. It is very important to place the scientific project in its context and show its positioning in relation to the state of the art on an international level as well as in relation to a series of social and political problems, etc., especially within the scope of federal competences.

**3. METHODOLOGY**

In the second part of the report, you are asked to explain **the activities that took place, the methods implemented and their originality in relation to existing research, and the materials and sources of information used.** You are also asked to highlight what might have turned out to be important, the subject of a debated decision or the subject of controversy, regarding the **choices** made.

The methodology and the results can be dealt with separately or together.

**4. SCIENTIFIC RESULTS AND Recommendations**

In the presentation of the results, you must explain **their scientific content**, **what the results are** (whether they are data, publications, protocols, recommendations, instruments, etc.) and **their limits** (uncertainties, etc.). You should also situate them on a scientific, societal and decision-making level. The last aspect should be further developed in order to **measure its interest**. And finally, it is necessary to indicate the **related results** (the added value of the funding besides serving the research) such as: training people, acquiring a new technique or a new skill, establishing a network of reusable cooperation for other projects, developing didactic material, etc.

Since the programme aims to support decision-making, you must:

* describe the project’s real contribution in a context of scientific support for federal competences (especially, but not exclusively): how can/did the project contribute to current/potential thematic policy processes (preparation, development, implementation and assessment of policies on an international, national, federal, regional and/or local level);
* develop recommendations that support the decision.

**5. DISSEMINATION AND VALORISATION**

In this part you must explain how you disseminated and valorised the results.

**6. PUBLICATIONS**

List of references concerning the publications or co-publications directly associated with the research executed within the framework of the project financed by BELSPO – in chronological order, and if necessary, mention ‘in press’ or ‘submitted’, marking the difference between the ‘peer review’ and ‘others’ (other publications such as brochures, press articles, etc.)

*You are also requested to attach a copy of the articles to the final report or to mention the references allowing access to this article if it is in Open Acces*s.

**7. ACKNOWLEDGMENTS**

Researchers are required to mention all necessary forms of acknowledgement in the “ACKNOWLEDGEMENTS” section (if the research was carried out in cooperation with other institutions or in places facilitated by one of the Monitoring Committee’s members, for instance).

*The list of Monitoring Committee members will be inserted here.*

**C. INSTRUCTIONS FOR THE LAYOUT OF THE FINAL REPORT**

1. **GENERALITIES**
	1. The papers will be published on the programme’s website. We must receive them in a **version of MS-Word,** **either by e-mail (preferably),** **or by CD-ROM, or via download**.
	2. The size of the papers must **not exceed 120 pages** (bibliography, tables and figures included).
	3. Insert an **automatic** table of contents.
2. **LAYOUT**
	1. **General format:**

DIN A4 (21 cm x 29.7 cm)

* 1. **Font:**

CG Omega (or Arial) with a font size of 11

* 1. **Line spacing:**

1.25 multiple

* 1. **Alignment:**

Justified (on the left and the right)

* 1. **Margin:**

Left and right: 2.5 cm

Top and bottom: 2.5 cm

Header: 1.25 cm

Footer: 1.25 cm

* 1. **Page number:**

The numbering must begin on the cover page and must be at the bottom of the page on the right-hand side.

* 1. **Title:**

For the main sections: bold and uppercase (no italics, not underlined)

For the subsections: bold and lowercase (no italics, not underlined)

1. **TABLES**
	1. All the tables must be inserted in the document and be as close as possible to the text to which they are referring (preferably centre the tables).
	2. The tables must be numbered with Roman numerals and be mentioned in the text as TABLE I, II, etc. Every table must be accompanied by a concise title above the table in the font CG Omega (or Arial), font size 10. An explanatory note can be added at the bottom of the table if necessary.
2. **FIGURES**
	1. The figures must appear in the text; they must have a high contrast and high definition so that they can be easily read after copying (preferably centre the figures).
	2. All the figures must be numbered in Arabic numbers and must appear in the text as Figure 1, 2, etc. Every figure must be accompanied by an explanatory note placed below the figure in font CG Omega (or Arial), font size 10.
3. **REFERENCES IN THE TEXT**
	1. Don’t use footnotes. Use the ‘author (year)’ style as follows:

For publications with a single author:

Smith (1991)

If the author has several publications quoted that were published the same year, use (1991a, 1991b, etc.).

For publications with two authors:

Smith and Brown, (1991)

If the authors have several quoted publications that were published the same year, use (1991a, 1991b, etc.).

For publications with more than two authors:

Smith et al. (1991)

* 1. If the author(s) isn’t known, refer to the name of the sponsor or publisher. The term ‘anonymous’ should be avoided.
1. **REFERENCES**
	1. The bibliography must be organised in alphabetical order, taking into account the surname of the first author. The year of the publication must directly follow the name of the last author. You must include the complete names of all the authors.
	2. For a single author: if several references are provided, they must appear in chronological order. If the author has several quoted references published the same year, they must be differentiated by a letter: (1991a, 1991b, etc.).
	3. For two or more authors: the references must first be organised in alphabetical order, then in chronological order.