

Guidelines for writing Winston Churchill Fellow Research Reports

The Winston Churchill Memorial Trust Board (Board) wants Reports to cover the impact of your experience - what you learnt during your Fellowship and what impact this has had on you as an individual, and your work area and community.

A. FORMATTING

Please adhere as closely as possible to the formatting guidelines supplied here. The Board expects that reports submitted have been carefully proofread, formatted and are ready for publication.

Document Type

Submit your manuscript, including tables, figures, appendices, etc, as a single file in Word (.doc).

Make Accessible

Your report will be made available on the Winston Churchill Memorial Trust website.

For help with creating accessible Word documents see [the Microsoft Office accessibility guide for word](#).

Format

- Use A4 paper size.
- All margins (left, right, top and bottom) should be 2.5cm (1 inch).
- Double-space your text.
- Use a single column layout.
- Use the Word defined Heading 1 – 6
 - 1) Times New Roman is the preferred font.
 - 2) Font colour for the body of the text should be black.
 - 3) Font size for the body of the text should be 12 point for main body text and 9 point for footnotes.
 - 4) Character Spacing scale is set at 100% and normal
 - 5) Use any standard citation format (e.g. American Psychological Association Style), but be consistent in your approach.
 - 6) Graphics, tables and images (photos) must have captions

Structure

- The body of the report (excluding appendices) should be concise. The Board prefers high quality content over a lengthy report.
- Use the following document structure:
 - 1) Cover page – please use the template provided
 - 2) Content page – please use the template provided
 - 3) Executive Summary (reports of five pages or more)
 - 4) Introduction - the purpose and significance of your study and the key questions that the project addressed
 - 5) Key learnings
 - 6) Conclusions and /or recommendations - how your learning has or can be applied
 - 7) Appendices - details of where and who you visited

8) References

B. CONTENT

- The Board is particularly interested in what you learnt during your Fellowship. In your outline of key learnings, detail the relevant experiences of your travels and relate them to the objectives of your Fellowship. The report should include useful examples or evidence to support your conclusions and recommendations. Why is this topic important? (relevancy/currency)
- What was the value overall of this experience?
- What were the key questions of your project?
- How did you address these key questions? (method)
- What were your key learnings? Has your research influenced or addressed the questions, challenges or opportunities outlined in your topic?
- How does your Fellowship contribute to the Trust's purpose to advance any occupation, calling, trade, business, or profession carried on in New Zealand or intended to be carried on in New Zealand; or to the maintenance of the Commonwealth as a beneficial influence in world affairs?
- How will you use and apply your learnings?
- Where have you shared your learnings/experiences e.g. conference presentations, media coverage, talks with relevant stakeholders, etc?
- Who else might be interested in your learnings?
- What are your recommendations and to whom should they be addressed?

Appendices e.g. Travel diary

- Where, when and who did you visit and any key experiences in your journey.
- Include photographs, illustrations, bibliographies, glossary, where appropriate.

C. SUBMISSION

Please submit an electronic copy of your completed report via the online grant portal, GCMS, using your realMe login created upon initial Fellowship application.

D. FEEDBACK

After submission of your report, one or more Trustees will review it and provide feedback. The Trustees make recommendations about revisions required before the report can be published on the Trust website. They may also make suggestions for improvement that you can choose to address or not.

[insert title of report]

[insert name of Fellow]

[insert year of travel]

[insert date report submitted e.g. November 2018]

Contents

Executive summary (if more than 5 pages excluding appendices) 1
Introduction 2
Key learnings..... 3
Conclusions and / or recommendations 4
Appendices (e.g. travel diary) 5

Start body of Report on a new page