

TAC RESEARCH

Final Report Guidelines

When preparing the Final Report, please consider the below section headings. The Report should be written in a style appropriate to a government audience and avoid overly technical, academic or verbose prose. The Method section of the main report should contain a brief overview of the methodology used; a detailed description and technical methodological details should appear in an appendix.

Preferred Final Report section headings

Title page

Contents

Acknowledgements

Executive Summary

Introduction/Background

Aims, research questions, hypotheses

Method

Brief description of research methods

Results

Discussion/Implications

Conclusions

References

Appendices

If appropriate please include:

Detailed method, including PRISMA diagram

Detailed search strategy

Copies of questionnaires and/or interview schedule used

Critical appraisal technique used

If you have any queries about the final report contact you TAC Research Project Manager.