Template for Eurachem Reports

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Eurachem

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Editors

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Composition of the Working Group*

If applicable -

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Template for Eurachem Reports

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Contents

Foreword

Eurachem Reports provide summaries of work conducted by Eurachem Working Groups or others on behalf of the Eurachem Executive. Eurachem reports are issued for information only and do not constitute guidance or statements of policy.

Reports may include additional material in the Foreword where it is useful to provide a context for the report. This will usually include a statement of the responsible Working Group and the period within which the report was prepared and issued. The reasons for preparing the report, and any introduction to the technical content, should be reserved for an introduction.

Summary

Where a report is lengthy, a summary of the main points should be provided before the Introduction and the body of the report.

1 Introduction

Eurachem working groups sometimes conduct work to inform their technical activities or collect information to inform strategy or policy. Examples include technical work, consultations, and surveys. It is sometimes useful to make the results of this work available outside the working group for wider information. Eurachem Reports provide a mechanism and a format for doing so.

Reports should always include an introduction setting out the background and the reasons for undertaking the work.

Reports are issued for information and not guidance; the format accordingly differs from that of Eurachem Guides and Information Leaflets.

This template, and the format guidelines it provides, are intended to apply to new and revised Eurachem Reports.

Note: While use of the template is not mandatory, working groups are encouraged to follow these format guidelines as far as possible, as consistency of presentation and format will normally be considered when approving reports for publication.

3   General format of a Eurachem Report

3.1   Structure

Eurachem reports will usually contain some or all of the elements in Table 1. The Table also indicates which elements are required, recommended, or optional.

3.2   Language

Where the report language is English, spelling and grammar follow UK English.

3.3   Body Style and Format – General

The aim of the Report format is, in part, to provide for prompt dissemination of material already collated in a convenient form. The body of a report therefore **need not follow a particular style if it is not convenient to do so**. For example, the results of an online survey might be provided in the format generated by the survey provider, with only a cover, foreword and (if needed) introduction to identify the material as a Eurachem output.

3.4   Page layout

Page layout is at the discretion of the working group. For most technical reports, single-column layout is sufficient.

In other respects, format and layout should, subject to 3.3 above, follow the general principles of the Eurachem Template for Guides where it is reasonably practical to do so.

3.5   Authors and their affiliations

The names of authors should be given in alphabetical order of surnames with the format shown on the title page in this template. The format should generally follow that for published technical work.

As reports are prepared by a small number of individuals, rather than a consensus from a WG, reports will normally identify the individuals responsible for the work as authors, following the general principles of authorship in refereed journals. Authors remain solely responsible for the technical content and factual accuracy of the report.

A complete list of WG members should be included if the entire WG made a substantial contribution to drafting (for example, if the text were developed by a series of internal WG consultations). Where all working group members are listed, the list should normally follow the requirements of the Eurachem template for Guides.

3.6   Terms and definitions

Terms and definitions are not normally included as a separate element in Reports.

Terminology should follow the guidance given in the Eurachem template for Guides.

3.7   Symbols and abbrevations

Symbols and abbreviations are normally defined or explained on first use. Where they recur in widely separated parts of a report, a list of recurring symbols or abbreviations is recommended (see Table 1).

3.8   Translations

Eurachem Reports are not generally translated, as they are typically prepared in a single language for a Working Group or for the Executive and are published for information only. Where a WG feels that additional publication of a translation would be useful, development and approval of translations should follow the procedures for translation of Eurachem Guides.

Table 1 ─ Elements of Eurachem Reports

Element	Function	Requirement
Author list	Identifies principal contributors	Required
Working group member list	Identifies all members of the working group responsible for the report.	At the discretion of the WG. Recommended when the report has been developed with extensive comment within the WG
Foreword	Introduces the document as information and not guidance; may include responsible WG and period of work.	Paragraph 1 (see Foreword in this template) Required Additional information optional.
Summary	Provides an easily read, concise summary of the reasons for the work and the main findings	Recommended for longer reports
Contents list	Shows the structure and page numbering for quick reference	Recommended for reports over 5 pages where readers may wish to refer directly to specific parts.
Introduction	Provides the reasons for undertaking the work and any necessary background	Required
Body	Description of the work, methods, findings and (if provided) any conclusions or recommendations made.	Required See below for figures and tables
Figures and Tables	Summary or graphical presentations of data, schematics etc.	Figures and tables may be included in the body of the report or in a separate annex (below)
References/ Bibliography	List of literature cited	Required when the report refers to other work
Annexes (below)	Informative material included for reference.	Included when the material is too long to include in the body of the report without impeding readability.
List of symbols, abbreviations etc	Provided for convenient reference to important, recurring symbols or abbreviations.	Recommended when symbols or abbreviations are used several times in widely separated parts of the report.
Collected tables	Collection of Tables referenced in the report	Separate Annex optional
Collected Figures	Collection of Figures referenced in the report	Separate Annex optional

References

The bibliography should normally follow immediately after the Conclusions. Where Annexes are short, the bibliography may follow the Annexes

Citation format is normally in a variant of Vancouver style (numbered cross-reference in body text; bibliography in order of appearance in the text). See the guidance in the Eurachem template for Guides for additional detail.

Annex A – Abbreviations and symbols

A summary of abbreviations, acronyms and symbols may be included in a report when necessary. It is usually sufficient to include these in an Annex.