



Guidelines for Reports

Instructions

This document follows the IUCN guidelines for reports (Including the correct use of the IUCN logo, Fonts for various categories of texts and appropriate footers). Please ensure that you strictly adhere to these guidelines.

Text

The proper use of fonts is as follows;

Title (Arial 20 pt)

Headings (Arial 12pt bold)

Content (Arial 10pt normal)

Images and Graphics

Only use images you have permission to use. Always include caption and credit in following format:

Description. Country © Name Surname, Organization Year

References

Guidelines for references, quotations, summary or paraphrase are from Purdue University Online Writing Lab (OWL). Last edit: February 17, 2009. American Psychological Association (APA) Formatting and Style Guide. Retrieved February 21, 2009 from <http://owl.english.purdue.edu/owl/resource/560/01/>. For example:

- Andrews, M. 2008. Do we need a theory of government before we can measure government effectiveness? Oxford Policy Institute, Oxford, UK. 42 pp.
- Forest Governance Learning Group (FGLG) 2006. Update - January 2006. International Institute for Environment and Development. Available from http://www.illegal-logging.info/uploads/FGLG_Update_Jan_06.pdf.
- Larson, A.M. and Ribot, J.C. 2007. The poverty of forestry policy: double standards on an uneven playing field. *Sustainability Science* 2(2): 189-204.

Quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses. For example:

- According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
- Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

Summary or Paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference. For example:

- According to Jones (1998), APA style is a difficult citation format for first-time learners.
- APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).