

GUIDELINES FOR REPORT WRITING

The ideal length of your report must be approximately between forty to fifty pages in fontsize 12 of Times New Roman (including pictures, figures and tables). Include maps and good pictures of your work. Your report must be in the following format:

1. Title page

<p style="text-align: center;">TITLE OF THE PROJECT</p> <p style="text-align: center;"><i>Report submitted to WWF-India for project grant under the Small Grant Programme – 20XX-XX</i></p> <p style="text-align: center;">NAME OF THE CANDIDATE Address</p> <p style="text-align: center;">Date/Month/Year</p> <p style="text-align: center;">WWF-INDIA 172-B, Lodi Estate New Delhi – 110 003</p>

2. Declaration page

The declaration page must have the following format:

Date
<p>DECLARATION</p> <p>I declare that the project titled “.....” funded under WWF – India’s Small Grant Programme is my own work.</p> <p>This project report and data therein has not been submitted in any other Organisation, Institute and University whatsoever.</p> <p>NAME OF THE CANDIDATE SIGNATURE OF THE CANDIDATE</p>

3. Acknowledgement

4. Contents Page

5. List of tables, figures, abbreviations

6. Chapters of the report

Chapter 1 should be called 'Introduction' and must state the purpose of your project clearly. You must explain briefly the major issues you have covered in your report and why readers should be interested in your topic.

Chapter 1 should also include a brief review of literature and should ideally consist of a detailed review of relevant theoretical and empirical literature.

Chapter 2 titled as study area and methodology should include a description of the study area and methodology used.

Chapter 3 titled as 'Results and Discussion' should present the data, including the analysis and interpretation of results. Here again the results should be compared with other studies and references should be quoted.

The 4th chapter should be called 'Conclusions'. It manifests the value of your research as well as your understanding of the material that you have presented. Hence, it must briefly summarize the main findings and implications of the study. You must explain why you have come to this particular conclusion.

The Final chapter 5 should be 'Recommendations/The Way Forward' and should link the recommendations with the findings of the study. This is the most important chapter of the reports and should be treated accordingly.

7. References

References should be cited as done in scientific reports/papers until as recent as available.

NOTE: Some variations in the report format are acceptable, however, the contents as given above should be there.

One hard copy in color needs to be submitted in addition to a soft copy.