



A SHORT GUIDE TO WRITE A 1-2 PAGE SUMMARY REPORT

Title - short, compelling, no jargon

Introduction

- Briefly introduce the problem(s) motivating the research.
- Introduce the key objectives and research questions.
- Overview the method(s) taken to solve the problem.
- Expected benefits (scientific and applied) of the research.

Methods

- Describe in simple words, at a high level, the methods/analyses used to solve the problem.
- Organize in the order of steps taken and reference prior work.
- If needed, refer the reader to appendices for more detailed descriptions of methods, equations, calculations, derivations, figures, tables, etc.

Results

- Describe the key results.
- Use a compact summary table or figure if it will help succinctly present key results.
- Discuss limitations, point out implications for management, and recommend next steps.

Conclusions

- Summarize and reiterate key results.
- Highlight implications for science and management.
- Recommendations on next research or management steps.

References

- Use a standard, consistent bibliography style.