Preparing EKLIPSE reports

Context, aims and key steps

The reporting stage is conducted alongside the scoping stage once a request has been selected. The reporting process begins with a dialogue between the KCB focal point, the requester and the EKLIPSE Communications Team (see wiki page) where they clarify the request and discuss expectations regarding deliverables. At this point it is helpful to determine whether a report will be required, and if so, what form it should take. Requirements for a knowledge synthesis report (WP3) will likely differ from those of a conference or foresight workshop (WP4) or a societal engagement request (WP6) and the requester can be shown the EKLIPSE online and hard copy Word templates to help with this decision (available on the wiki). For example, an externally peer-reviewed printed (hard copy) report will likely be most appropriate for a knowledge synthesis request whereas an online (electronic pdf only) report may be most appropriate for a foresight workshop or societal engagement request. This decision will depend on what other kinds of deliverables may be expected given the available resources and timeframe.

The reporting timeframe for a printed report will take longer than for an online report due to the need to allow approximately 3 to 4 weeks for the printing process. However, it is important that all lead authors factor in time required to format reports using the appropriate Word template. Therefore, authors should be aware of the appropriate template from the early stages of report writing to ensure their document follows the required format and structure. It is recommended that the final report is copied via Wordpad/Notepad into the appropriate template at the end of the report writing stage to clear any existing formatting which may interfere with the template formatting correctly.

Once the authors have agreed on the content and structure of the final report and have inserted it into the correct template, it should be sent to the Communications Team. The team will act as a peer review panel to provide any final support that the authors may require, including constructive suggestions about the content, design elements and dissemination strategies. To simplify the communication process, the Communications Team prefers to liaise with a single author (i.e. the lead author or an EKLIPSE author who can act on behalf of any co-authors) and will communicate directly with the CEH media team member who will manage the final production of the report (e.g. creating covers, and managing the pdf / printing process). The Communications Team can provide advice to help get the

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report through the publication process, but ultimate responsibility for the report in terms of making amendments and approving the final version lies with the authors.

Key steps in the reporting stage include the following (see below for more details):

1. During the scoping stage: the KCB focal point contacts the EKLIPSE Communications Team as soon as possible to advise that discussions are underway with the requester regarding deliverables and to identify what kind of report (or other deliverable) is planned and to agree whether they require an online report (pdf) and/or if a print run is required.

2. At the same time, the Communications Team books the job in with the CEH media team member and discusses publication requirements including developing a timeline and requirements for electronic or hard copy production as appropriate. The Communications Team feeds this information back to the KCB focal point.

3. Planning the report writing: the lead/representative author contacts the Communications Team to advise when report writing will occur and when the final report is due. The Communications Team will confirm which template to use (online or printed) to format their final report before sending it to the Communications Team for review. At the same time, details about the cover artwork can also be finalised with the author, including selection of images (printed reports only) and any partner logos, and sent to the CEH media team member.

4. Final report stage: once the report content and layout have been finalised the Communications Team will hold a virtual meeting with the lead author to discuss the report content, dissemination strategy and timeline for publication. If required, the team will confirm with the author where printed reports should be couriered. This information will be passed on to the CEH media team member in a timely manner.

5. Members of the Communications Team will proofread the report content and check the layout is correct according to the template then will seek agreement with the lead author about any suggested changes or additions. The author makes all agreed changes to content and layout then sends a final version to the team for a pre-production check. The author also provides the team with a final title to go on the report cover.

6. Dissemination stage: the author will liaise with the Communications Team to agree responsibilities and begin implementing strategies for dissemination. The team forwards the final version of the report along with the cover material to the CEH media team member to create a pdf and begin the print proof process if required. If printing is required, the CEH media team member manages the print process, including liaising with the printer and approving the print proof and finally arranges for the printed reports to be couriered to the desired address.

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