



Final report guidelines

The final report is a comprehensive report presenting your research project in detail, with a high degree of clarity and credibility, to policy and academic audiences. Please read these as guidelines, not absolute requirements. We encourage variation to best suit your project.

These guidelines are reserved for researchers for whom "final report" has been confirmed as the final deliverable because an academic paper is not feasible for their project. A **working paper** may be submitted to the IGC following the guidelines and in the template of its intended academic journal.

Formatting: Format the final report in a **Word .docx**. Please include the following information on the cover page, which will be used by IGC Comms to create a designed cover page on publication:

- Final report **XXX-XXXX** (add project code)
- **Month 20XX** (month and year of submission)
- Report title and optional subtitle
- Full names of all authors
- Partner organisation names and logos (where relevant)

Referencing: **APA style**, which uses in-text citations: (Luna, 2020); (Goldberg and Pavcnik, 2007); (Adebe et al., 2024). Include citations as references at the end of your report.

Structure: The final report must include a **main report, annexes and a bibliography**, and must be submitted in a state suitable for publication on the IGC website. The following is a suggested list of sections that a typical final report may include:

- **Cover page:** Details to include on the cover page are listed in the "Formatting" section above.
- **Contents page:** List of sections with page numbers
- **Executive summary:** Concise overview of purpose, findings, and key conclusions
- **Introduction:** Research question, background, and objectives, and policy significance
- **Literature review:** Summary of relevant studies and theoretical context
- **Methodology:** Explanation of data collection, sampling design, and analysis methods
- **Results:** Presentation of findings with data and relevant visuals; interpretation of results
- **Conclusion:** Summary of findings, limitations, and suggestions for further research

Content and style:

- Please use **British spelling**. Non-English words should be italicised with a simple definition or English equivalent. For example, "*vikas* (development in Hindi)".
- Please provide both a **title and caption for figures**. Captions should explain the figure and provide the data source.
- Ensure that any photos included in the report are captioned, credited, and adhere to the **IGC Photography consent guidelines** found [here](#).
- Submit the final report as a **single Word .docx file**.
- **Proofread your document thoroughly before submission** – the IGC does not edit final reports or working papers.

Publication: The IGC reserves the right not to publish final reports that do not meet our editorial quality standards. This editorial decision will not affect the status of your project payments/milestones.

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