

2. CPWF publications

2.1 Project Report Series

Upon completion, all projects are required to submit a comprehensive Project Report as a major part of the contractual Completion Report requirement. The Project Report should bring together all aspects of the project into a single document in a well-written, well-structured and technically sound manner. The Project Reports will be published on the CPWF website.

Contents

Project Reports would typically be 30-60 pages long, depending on the size of the project. Project Reports should contain the following sections (page lengths are indicative only):

Use the TEMPLATE provided by CPWF at:

<http://www.waterandfood.org/publications/templates-and-logos.html>

- Preface – *a generic paragraph explaining the CPWF (to be drafted by CPWF) and introducing this project (to be drafted by PL)*
- Table of contents
- Acknowledgements
- Project highlights (1 p) – *in a style suitable for a media release*
- Executive summary (2-4 pp.) – *brief summary of the issue, objectives, methods, research findings, outcomes, impacts, international public goods and recommendations*
- Brief introduction (1-2 pp.) - *the development problem, reasons for the research*
- Objectives (0.5 p)
- For each objective - Methods, Results, Discussion, Conclusions – *this will be by far the largest section in the report e.g. 20-40 pp); include figures, diagrams and tables in results section*
- International public goods (2 pp.) - *summarise new insights, tools and methodology, data and any other IPG of value beyond the project location/country/basin*
- Outcomes (1-2 pp.) – *how has this project influenced your “change partners” – the people, groups and organizations with whom you are working to effect change (see Outcome Mapping at http://web.idrc.ca/en/ev-64698-201-1-DO_TOPIC.html)*
- Impacts (2-4 pp.) – *current, potential (say 5 years after project ended) in terms of scientific impacts, community impacts (social, economic, environmental etc), capacity-building impacts*
- Partnership achievements (1 p) – *what has been the value adding to science, outcomes and impact achieved through new partnerships developed as a result of your participation in CPWF*
- Recommendations (1-2 pp.) – *for research, extension, policy, institutions...*
- Publications – *a list of project publications and other tangible outputs (e.g. software; training materials; survey materials); include to links to websites where these materials are available*
- Bibliography - *list of references cited in the report other than project publications*
- Project participants – *list of all participants and their affiliations*
- Appendices – *include copies of Abstracts of all key publications*

Format

The standard format for all CPWF reports and papers should be used – see Appendix 2.

Submission

The Project Report should be submitted to the Project Manager together with the rest of the Completion Report, with a copy to the respective Basin Coordinator (BC) and Theme Leader (TL) or Basin Focal Project Leader (BFPL).

Review

The TL and BC will review the Project Report, and may request revision to improve scientific content and/or presentation. **The TL or BFPL will be responsible for final acceptance of the report, for informing the CPWF Project Manager of its acceptance, and for forwarding the approved version to the CPWF Communications Coordinator for publication.**

2.2 Research Report Series

This series offers project teams the opportunity for to publish an externally reviewed paper or report. Types of publications in this series include comprehensive technical project reports, syntheses, and shorter papers on particular aspects of CPWF research.

A project Research Report would bring together all the different scientific components of the project into a single report, as in the Project Report Series. However, the style and level of detail and rigor in reporting methodology, results and interpretation of results will be similar to that required for a reasonably prestigious international journal. There is no limit to the length of such reports, but typically they would be 60-80 pages, much longer than is possible with a journal publication.

Syntheses would typically be derived from insights across projects, themes and basins.

Shorter papers on particular aspects of a CPWF research project may also be published in the Research Report Series, again with the benefit of external review.

Contents

The contents should include those typically found in scientific publications, i.e.:

- Cover page
- Preface – *a generic paragraph explaining the CPWF (to be drafted by CPWF) and introducing this project (to be drafted by PL)*
- Table of contents
- Acknowledgements
- Abstract
- Introduction
- Methods
- Results

- Discussion
- Conclusions
- References
- Appendices

Format

The standard format for all CPWF reports and papers should be used – see Appendix 2.

Submission and Review

The Research Report should be submitted to the relevant Theme Leader (TL) or Basin Focal Project Leader (BFPL), who will oversee the external review process, with at least two external reviewers. The reviewers will be asked to evaluate the Research Report using criteria presented in Appendix 3. **The TL (BFPL) will be responsible for final acceptance of the report, and for forwarding the approved version to the CPWF Communications Coordinator for publication.**

2.3 CPWF Working Paper Series

Working papers aim to record CPWF work in progress that is worthy of documentation while the work is still in progress. Working papers may contain preliminary material and research results - data sets, methodologies, observations, and findings that have been compiled in the course of research, which have not been subject to formal external reviews, but which have been reviewed by at least two experts in the topic. They are published to stimulate discussion and critical comment. The ideas and research published as working papers should evolve into peer-reviewed research publications (CPWF Research Reports or external journal articles).

Working papers may be co-published by CPWF and partner organizations and will be posted on the CPWF and relevant partner websites for wide dissemination. In the case of joint publication, if the cost is shared between CPWF and another institution, an agreement should be signed setting out the obligations of each party regarding responsibility for content, copyright, content of cover (publishers, logos, etc.), and the sharing of editorial and printing costs.

Format

The standard format for all CPWF reports and papers should be used – see Appendix 2.

Submission and Review

The lead author will arrange “internal” review with two experts in the topic. The reviewers should evaluate the Research Report using the criteria presented in Appendix 3. The revised paper, together with the reviewer’s comments and a statement of how the comments were addressed in revising the paper, should be submitted to the relevant TL (BPFL). **The TL (BFPL) will be responsible for final acceptance of the Working Paper, and for forwarding the approved version**

2.4 Research Highlights

Approximately two pages in length, highlights aim to present CPWF research to a non-specialist audience and will be distributed widely in international conferences, seminars and events. Highlights should be based published documents that provide solid evidence of the claims in the published highlight.

Researchers interested in contributing to a highlight are asked to refer to examples provided by the CPWF. Concise and focused information outlining the problem, the research and the project accomplishments thus far can be submitted to the Communications Coordinator along with appropriate photos. The Communications Coordinator will work with the Project Leader or their nominee to produce the highlights, and will be responsible for obtaining approval for publication from the CPMT.