

RESEARCH OUTPUT GUIDELINES - REPORTS

1. Purpose

The following guidelines are applicable to research report deliverables for research projects awarded by the Institute for Safety, Compensation and Recovery Research (ISCRR).

2. Background

ISCRR no longer requires the submission of research reports on a standard ISCRR template. Researchers are to use their own University/Faculty/School templates to present research findings for projects awarded through the Institute. All outputs (including journal articles and conference abstracts) are to be delivered to ISCRR for ISCRR and partner review, allowing 20 working days for this review and comment prior to final submission.

3. Relevant to

All researchers who have been awarded funding through ISCRR.

4. Research Report guidelines

Research reports delivered to ISCRR must include the following:

1. **Cover page** – see cover page/slide requirements in section 4.1.
2. **Second page** - Should include the statement ‘This research report was prepared by [Author’s name and institute name, etc.] for [WorkSafe or the TAC sponsor’s name and their division]. Any University applicable report finding disclaimers should also be included on this page.
3. **Acknowledgement** – Researchers are required to acknowledge ISCRR and its funders for research projects that are funded through ISCRR. Researchers may use own words to add any other acknowledgments as appropriate. The acknowledgement section should include the ISCRR and funder logos and include one of the following paragraphs:

***TAC Funded** - This project is funded by the Transport Accident Commission, through the Institute for Safety, Compensation and Recovery Research. The Institute for Safety, Compensation and Recovery Research is a joint initiative of the Transport Accident Commission, WorkSafe Victoria and Monash University.*

***WorkSafe Funded** - This project is funded by WorkSafe Victoria, through the Institute for Safety, Compensation and Recovery Research. The Institute for Safety, Compensation and Recovery Research is a joint initiative of the Transport Accident Commission, WorkSafe Victoria and Monash University.*

***Both TAC and WorkSafe Funded** - This project is funded by WorkSafe Victoria and the Transport Accident Commission, through the Institute for Safety, Compensation and Recovery Research. The Institute for Safety, Compensation and Recovery Research is a joint initiative of the Transport Accident Commission, WorkSafe Victoria and Monash University.*

4. **Contents** – There should be a Contents page that reflects the report with headings on the following page. Researchers may add new headings, sub-headings, charts, graphs or tables as appropriate to improve

clarity and readability of the report.

5. **Executive Summary** – Brief description of the project, key messages, summary of the critical findings from the research, implications for WorkSafe / the TAC policy / practice. Maximum one page.
6. **Purpose** – A brief statement on the objectives of the research.
7. **Rationale** – What is the context of the research? Why is it important that this piece of research be conducted? What factors led to the research being conducted?
8. **Key research questions** – Please ensure that the defined research questions reflect the project plan/ evidence review plan or previous reports.
9. **Methods** – Brief statement of population (inclusion and exclusion criteria - PICO), methods used to conduct the research, including data collection and analysis.
10. **Research /review findings** – What are the answers to the research questions? What are the important findings of the research?
11. **Discussion, conclusions and implications** – Discuss results in the broader context as well as strengths and limitations of findings. What implications do these have for policy and/or practice?
12. **Potential impact or use of the research/review** – Discuss how the conclusions/findings could be used by WorkSafe, the TAC and/or another organisation or individual in the field. What would be the estimated impact were findings to be acted upon?
13. **References** – The preferred style for references is an adapted version of the Vancouver referencing style, where the number is referenced in superscript.

In text citation example:

“The research shows that method one is more effective than method two.¹

Reference list citation example:

Peterson GM, Tan SI, Jackson SL, Naunton M. Violence in community pharmacy in Australia: incidence and implications. *International journal of clinical pharmacy*. 2011;33(2):264-72.

Visit this link for more information on using Vancouver: <http://guides.lib.monash.edu/citing-referencing/vancouver>. This reference style is preferred but not mandatory. If using a different reference style, please ensure it is used consistently.