

Specification for

The presentation of research and development reports

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Foreword

This standard makes reference to the following standards publications.

BS 1629, *Bibliographical references*.

BS 1991, *Letter symbols, signs and abbreviations*.

BS 2509, *Presentation of serial publications, including periodicals*.

BS 3700, *Recommendations for the preparation of indexes to books, periodicals and other publications*.

BS 4000, *Sizes of paper and board*.

BS 4719, *Title leaves of a book*.

BS 4755, *Presentation of translations*.

BS 4821, *Recommendations for the presentation of theses*.

DD 52, *Recommendations for the presentation of tables, graphs and charts*.

Since the Second World War, research and development reports have evolved as a distinctive form of literature for the rapid communication of information on specific topics. To fulfil this role effectively, it is essential for the report to present the information in the best possible manner to the potential reader. Clearly, no matter how important the contents, the report will be of little use unless it can be readily assimilated. It is in the interest of good practice in this respect that the present British Standard has been issued.

The need for standardization of certain aspects of presentation covered by this specification may be open to question. The parts of the standard which deal with such matters are cast in conditional terms. Imperative terms are used for requirements which, in the opinion of the committee which prepared this standard, are essential if the clear presentation of reports is to be achieved.

During its preparation various official and non-official standards for the compilation and presentation of research and development reports have been examined. In general, it will be found that the recommendations of this specification are compatible with the Guidelines issued by the Committee on Scientific and Technical Information of the United States Federal Council for Science and Technology.

Throughout this specification the use of the singular implies the plural where it is appropriate.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 8 and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

1 Scope

This British Standard specifies requirements for the presentation, format and production of research and development reports on any topic. No attempt has been made to provide a manual of literary style.

There are other types of record and document, for example bibliographies or computer programs, which do not fall entirely within the definition below but which, if it is expedient to do so, may be included in a research and development report series. If so they should as far as possible comply with relevant sections of this standard. However, those types of record and document which are the subject of separate British Standards should comply with them: for example BS 2509, BS 4719, BS 4755 and BS 4821.

NOTE The titles of the British Standards referred to in this standard are given on page ii.

2 Definition

For the purposes of this British Standard the following definition applies:

research and development report

a document which formally states the results of, or progress made with, a research and/or development investigation, which, where appropriate, draws conclusions and makes recommendations, and which is initially submitted to the person or body for whom the work was done. A report is usually issued as one of a series and commonly carries a report number which identifies both the report and the producing, disseminating or sponsoring organization

3 Introductory

3.1 Planning. As a general guide the following five points provide the basis for successful planning procedure for reports. The author should:

- 1) define the objective;
- 2) gather the information;
- 3) analyse the information;
- 4) draw conclusions;
- 5) draft the summary.

3.2 Arrangement. If carried out, the procedure in 3.1 also provides the essential material for the preparation of a research and development report, which may include the following, preferably in the order in which they are listed:

Front cover

Title page

Summary (abstract)

Preface

Table of contents

Introduction

Theory

Experimental procedure and results

Discussion

Conclusions

Recommendations

Acknowledgements

List of references

Appendices

Tables

Illustrations

Graphs

} if not included in the main body of text