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IPER

ICT to promote Cultural Heritage

DERIVERABLE DESCRIPTION

GUIDELINES FOR DESK RESEARCH



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DESK RESEARCH FORMAT GUIDELINE

The structure of the case studies will be defined by the partners and will include at least the following sections: introduction, promoter profile and competences, initiative data, previous situation, succession process, results, queries and considerations, recommended training.

The reference font for the body text is Arial.

The font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

Cover Page

(Include PROJECT REFERENCE NUMBER) AND USE THE TEMPLATES for deliverables

Index

Include it

Introduction

Current Situation Analysis and pertinent Background including a synopsis of the relevant information in the country

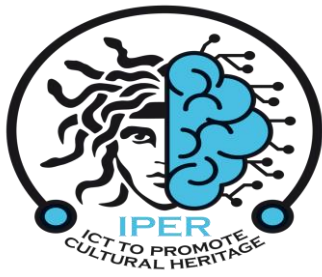
Length: minimum 10 page, maximum 15

Body

Conclusion

References

Recommend that you source journals, periodicals, and textual references as well as any online research. Make sure you support your ideas with facts and figures. Please try to use your own words and ideas based on research rather than copy and paste other's words from the internet. You should USE PROPER HARVARD style in-line citations, image source citations, and an alphabetical CITATION LIST in a references section.



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Appendices

All charts, financials, visuals, and other related items can be placed here and referenced in the report.