



Department of Renewable Resources
751 General Services Building
University of Alberta
Edmonton, Alberta T6G 2H1
Phone: (780) 445-9145 Fax: (780) 492-4323
E-mail: tracy.stewart@ualberta.ca
<http://www.acabiodiversity.ca>

March 6, 2018

ACA Grants in Biodiversity Final Report due April 17, 2018

The ACA Grants in Biodiversity Final Reports are due April 17, 2018. These reports are important because:

- 1) they tell me that your grant funds have been used appropriately,
- 2) they are the face of our Program to the outside world. Final Reports are printed in our *Biennial Report* which is distributed to our sponsor, the Alberta Conservation Association, as well as to the scientific community, and interested members of the public. The *Biennial Report* is also published on our website (<http://www.acabiodiversity.ca/publications>).
- 3) the Final Reports provide you with a citation for your CV. This report represents an opportunity for your words to be published in a citable fashion, the first such citation for many students. Though not strictly peer-reviewed, your Final Report will appear in print and be accessible via an internet web page maintained under the *Biennial Report*. As the Director of the *ACA Grants in Biodiversity Program*, I will provide minor edits where essential. I realize everyone's CV has to start somewhere and this Grant Report is as good as any.

Please consider the following recommendations when writing your report. By doing so you help build the future of the *ACA Grants in Biodiversity Program* and you give your own future a boost.

We use these reports to tell the public about this program. Thus, **please envision Mr./Ms. J. Public reading your summary; use terminology that can be understood by them.** We recommend you write in the first person ("I did this...; my work shows..."), with no acronyms, no abbreviations, no statistics, and no jargon. To see examples of previous reports, go onto our website (<http://www.acabiodiversity.ca/publications/>). The sections of your report are outlined below; we request that you use New York or Times (Times New Roman) font. Please italicize appropriate scientific words.

I. Title

- **In bold. 14 point.**
- Capitalize the first letter of each word except for words such as 'a', 'and', 'the', 'of', 'to', 'in.'
- Centre the title at top of page.
- 10 words or less using everyday words. Again, please, **no jargon.**
- Avoid scientific names in the title.

II. Just Under Title

- Include your full name (First, middle name or initial, last name, all on separate line)

- Full name of your university followed by your current program (*i.e.*, M.Sc. or Ph.D.) (separate line)
- Full name(s) your supervisor(s) (separate line)
- Indicate either “Year 1 Final Report” (very few of you are in this category) or “Year 2 Final Report” (separate line)
- **12 point.**

Sample:

Impact of Small Mammals on Natural Regeneration of White Spruce After Logging

Susan H. Peters
University of Alberta, M.Sc.
Dr. Stan Boutin and Dr. Ellen Macdonald, Supervisors
Year 2 Final Report

III. Body of Report

- **Maximum, 150-250 words.**
- Please, no subtitles, and keep it simple (see above). The report body should be, as in most abstracts or summaries, one paragraph.
- **12 point.**

IV. Captions

Please put a short caption for each of your photos at the end of your report. Use only first names of people in the photo. Eg. Wayne recording observations of the left-footed squirrel.

V. Photographs

Pictures tell the public many things. We can sell our program, and yours, to our stakeholders if we can show something of your research as well as tell it. Thus, please provide one or two high quality digital images of your work. You will find samples of photographs in our biennial reports. We would prefer pictures of something related to your work in the field or laboratory; something directly relevant to your research. It can be one that features you, but again we would prefer to see you doing something relevant to the research. Whatever you submit, please fill the frame with the subject. **Digital photos must be saved in TIF format and be at least 2” X 3” at 300 dpi; high resolution JPEGs are also acceptable.**

Submitting Your Report

We want you to be published. Even if it is in a minor way, we recognize that most students’ publication lists are thin at this stage of their career. I will edit and look for any minor grammatical or word-use changes but I would like you to be the author of your submitted piece and be able to list it as a contribution, so please do a good job on it. Please send an electronic copy of your report, as an email attachment to tracy.stewart@ualberta.ca. **Please send pictures as separate files, not inserted into your report document.**

Please note that the reports and photographs submitted to us are intended to be published in the *Biodiversity Biennial Report* and on the *ACA Grants in Biodiversity* web pages. When you return your report, please indicate if you do **not** want to have your material published in this

way. Unless you let us know otherwise, we will assume that you are giving us permission to use your report and photograph as mentioned above.

Acknowledging the ACA Grants in Biodiversity in your Publications

In a separate matter, please take note of the information on the following page on how you might want to acknowledge the *ACA Grants in Biodiversity* in your thesis, presentations, abstracts or other publications.

I hope your program is going well. We are glad to be involved. Thanks for all the extra effort you put into this short report.

Sincerely,

A handwritten signature in blue ink that reads "James Patterson-Williams". The signature is written in a cursive style with a long horizontal flourish at the end.

Director, *ACA Grants in Biodiversity*

ACA Grants in Biodiversity

Advice on Acknowledgment of Support When You Publish

The Alberta Conservation Association, who funds our program, should be acknowledged in **all** publications, reports and other results of research supported by an *ACA Grant in Biodiversity*. An appropriate acknowledgment might go something like this:

"We gratefully acknowledge the *ACA Grants in Biodiversity* (supported by the Alberta Conservation Association)."

or

"This research was supported by the *ACA Grants in Biodiversity* (supported by the Alberta Conservation Association)."

You get the idea. The goal is to somehow acknowledge the Alberta Conservation Association for the grant you received. Thanks.

Also, it would be appreciated if you would let us know of any publication that emanates from your research supported by the *ACA Grants in Biodiversity* as we list these on our website. Please send the citation (and an abstract if available) to Tracy Stewart at tracy.stewart@ualberta.ca.