

Guidelines for writing Winston Churchill Fellow Research Reports

The Winston Churchill Memorial Trust Board (Board) is wants Reports to cover the impact of your experience.

There is an expectation that a Fellowship Report should be concise and easy to read. For example:

- Ideally a maximum of five pages under the following headings:
 - Executive Summary
 - Key Observations
 - Recommendations for Aotearoa New Zealand
 - Implementing recommendations plan - this will include any dissemination plans
- Uses an Appendix for other information:
 - Itinerary
 - Other information

The Board expects that reports submitted have been carefully proofread, formatted and are ready for publication. Publication means making it accessible through a public website.

Document Type

Submit your report in a single file document (including tables photos etc) in Word as a .doc or pdf.

Format

- Use A4 paper size.
- All margins (left, right, top and bottom) should be 2.5cm (1 inch).
- Use a single column layout.

Graphics, tables and images (photos) must have captions

FEEDBACK

After submission of your report, one or more Trustees will review it and provide feedback. The review process may take at least 30 days.

The Trustees make recommendations about revisions required before the report can be published on the Trust website. They may also make suggestions for improvement that you can choose to address or not.

SUBMISSION

Please submit an electronic copy of your completed report via the online grant portal, GCMS, using your RealMe login created upon initial Fellowship application.