California Pistachio Research Board

Executive Summary Instructions

The California Pistachio Research Board will be publishing a collection of executive summaries of the current research projects each year. This collection will be printed and bound for distribution at various pistachio events.

A template for executive summary reports has been set up for report uniformity and printing/binding specifications. Use this template for the executive summary so that the report will be ready to print.

Reports have a two-page limit. Fonts and font sizes have been set up to allow for approximately 1200 words.

Research Project Title is Times New Roman 14 point bold (do not use all caps)

The **Introduction**, **Results and Discussion**, and **Conclusion** sections are Times New Roman11 point. Underline and bold section headings (no all caps).

The template is set up for two-sided printing and binding. When your summary reaches page 2, the margins will be a mirror image of the first page.

Do not add page numbers. A table of contents and pagination will be added when all executives summaries have been collected.

For your information, the template is set up as follows (do not change margins, gutters, etc.):

1. 1-inch margins (top, bottom, left, right)
2. Gutter = .5 inches on left
3. The pages section of the margin tab, has "mirror margins" selected
4. No page numbers
5. Heading – Times New Roman, bold, 14 point
6. Body – Times New Roman, 11 point (section headings in bold and underlined)

Executive Summary Deadline: December 1st

Email the Executive Summary in **Word** format (no PDFs) to:

bobk@acpistachios.org **and** admin@acpistachios.org