

# Sabbatical Leave Programme – Report Format

## Title of the research

Staff member name:

Institution:

Academic supervisor name and title:

Date:

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## Endorsement by academic supervisor

This is to certify that the present report is based on the research undertaken by \_\_\_\_\_ (name of staff member) during the period of \_\_\_\_\_ (dates) at \_\_\_\_\_ (institution) under my supervision.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Contents**

### **Abstract**

Include in the present section a concise summary of completed work that allows the reader to learn the rationale behind the study/research, research focus, general approach and methods used, pertinent results and important conclusions and/or recommendations. The abstract should stand on its own and not refer to any other part of the paper such as a figure or table (maximum 5 pages).

### **Introduction**

Include in the present section of the report a general statement about the subject, the background and the context of the subject, reasons behind the relevance of the subject, scope and direction of the report, main idea, focus and purpose, and definitions of any complex terminology used (maximum: 3 pages).

### **Body of the report**

Include in the present section the chapters or the section that you specified in your proposal's outline that was approved by the selection committee (maximum 50 pages).

### **Conclusions and recommendations**

Include in the present section a summary of the main parts of the report, any deductions or concluding statements, comments about its limitations and any recommendations on how the report could be used by the Organization (maximum: 5 pages).

### **Annexes or appendices (if applicable)**

### **References**

See the United Nations Editorial Manual for guidelines.