**Metadata**

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| **Word count** (c3000 words) |  | |
| **Project Name** (if relevant) | eg. C300 | |
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| **Author biography** (<100 words) | A short professional profile of the author for inclusion at the end of the paper | |
| **Report Title** |  | |
| **Abstract** (<200 words) |  | |
| **Standard Tags**  (please indicate which themes are applicable to this document) | **Learning Legacy Themes** | *Y/N* |
| Project and Programme Management |  |
| Procurement |  |
| Authorisation and Consents |  |
| Land and Property |  |
| Health and Safety |  |
| Environment |  |
| Engineering |  |
| Operations |  |
| Talent & Resources |  |
| External Affairs |  |
| Innovation |  |
| Information Management and Technology |  |
| **Bespoke Tags**  (please list 3-5 key words or terms that would support internet searching) |  |  |

**Body of Paper**

**Suggested Structure:**

Introduction and Industry Context

Main Story

Lessons learned

Recommendations for Future Projects

Conclusion

**Images**

Supply any images separately as jpeg files (file size of around 1-3mb is fine) as well as including in the body of the paper

**Acknowledgements**

Include acknowledgement to those who have contributed to the work: Principal participants in a project, contributors and interviewees for the paper, and reviewers.

**References**

References should be numbers and referred to in the text by the reference number using superscript [1][2]. They should use the “Vancouver” reference style:

[1] Kofoed, V.O, Montgomery, J and Gardiner, K.D. (2006). *Identifying Leakage Paths in Earthen Embankments*. Proceedings of 14th Conference of the British Dam Society – Thomas Telford Ltd

[2] Quayle, T (2006) *Manchester’s Water – The Reservoirs in the Hills*. Tempus.

[3] Quayle, T (editor) The *Bateman Reports 1846 to 1865* – Unpublished.

[4] Bateman, J.F La Trobe (1884) *History and Description of the Manchester Waterworks* - Spon

**Approvals**

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| **Name of approver:** | **< Theme Champion or Topic Lead >** | **<Learning Legacy Team>** |
| Document approved? | Yes / no / yes, with changes | Yes / no / yes, with changes |
| Comments: |  |  |
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**Publication Review**

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| **Name of approver:** | **< External Affairs reviewer >** |
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| Signature: |  |

**Case Study Guidelines**

* Case studies are papers reviewing best practice and lessons learned on the Crossrail construction programme with recommendations for improving future projects and programmes.
* These papers should add to the body of knowledge on major projects.
* The Learning Legacy outcomes should be scalable and relevant to other projects and programmes.
* Case studies are peer reviewed.
* Papers should be 3000 words + 200 word abstract.
* The abstract should introduce the paper and summarise the key points.
* Papers should avoid the ‘it was all wonderful’ approach, setting out the problems and difficulties as well as the successes and the lessons learned for future projects.
* The paper should be a fairly formal style. Text should be UK English in the third person and should be readily understandable by a Professional person. Avoid use of colloquialisms.
* If appropriate, the paper should be one-third diagrams/graphs/photos/drawings and two-thirds text.
* Speculative material must be clearly identified as such.
* Do not refer to the names of individuals, organisations, products or services unless it is essential to understanding your submission (and then only the first time). Do not gratuitously compliment or be derogatory in any way about any person or organisation.
* Make text as short and concise as possible, excluding anything that is not directly relevant to the subject. Include any associated safety, environmental or ethical issues.
* If you or your organisation is not under contract with Crossrail Limited : obtain the Intellectual Property User Agreement by contacting [learninglegacy@crossrail.co.uk](mailto:learninglegacy@crossrail.co.uk) and complete, sign and return it to licence use of the paper as part of the learning legacy.

**Checklist**

Once the paper is drafted please review with the points below in mind:

* Does the abstract provide an adequate overview? Challenge faced, approach, key success/failure factors, intended audience
* Does it contribute to the body of knowledge? The last section should state what the learning legacy is and how the paper adds to the body of knowledge on major projects.
* What is the Learning? Have you included advice you would give a future project facing a similar challenge?
* Is the context for the paper clear? Is it clear why it is considered a learning legacy? Questions to consider: Why this approach? Was learning transferred from other projects? Compare approach/outcomes, what is new? Have external influences been referred to?
* Will it make sense to a person with no prior Crossrail project knowledge? Ensure it is not too Crossrail-centric and provides background where necessary
* Is it consistently written in the third person?
* Is there supporting documentation that needs to be explained, added or referred to? If referring to internal Crossrail documents make sure they can be shared as supporting documents within the learning legacy
* Are all appropriate references included?