**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) | Challenge faced, why the research was carried out, approach, key points, future project learning, intended audience and who will benefit. | |
| **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 |  |
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| **Bespoke Tags**  (please list 3-5 key words or terms that would support internet searching) |  |  |

**Body of Paper**

**Suggested Structure:**

Introduction and Industry Context

Purpose of research

Key points

Application

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[3] Quayle, T (editor) The *Bateman Reports 1846 to 1865* – Unpublished.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

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**Research Summary Guidelines**

* Research summaries are approximately 3000 word papers summarising a more detailed academic research paper. Research summaries are published on the Crossrail learning legacy and link to the detailed paper once published.
* Papers should be approximately 3000 words + 200 word abstract.
* The abstract should introduce the paper and summarise the key points.
* 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 possible and appropriate, the paper should include visual content: diagrams/graphs/photos/ drawings
* Make text as short and concise as possible, excluding anything that is not directly relevant to the subject.
* If the research was 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 research 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, why the research was carried out, approach, key points, future project learning, intended audience and who will benefit
* Does it contribute to the body of knowledge? The paper should state what the learning legacy is and how the research adds to the body of knowledge on major projects.
* Is there a summary of lessons learned and summary of recommendations?. What would be the recommendation to other organisations
* 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?