

Checklist for WRF Final Reports and Products

Please visit the [Guidelines and Forms](#) page for information on preparing a report, the Research Report Template, and other essential information.

Use this checklist to ensure your final report package is complete.

The Water Research Foundation (WRF) will not accept an incomplete package.

This checklist is meant to be a helpful guide; it does not need to be submitted along with your report.

Ensure the final report includes these sections (in order of appearance):

- ☐ Title Page
- ☐ About WRF, Disclaimer, and Copyright Page
- ☐ Acknowledgments Page
- ☐ Table of Contents
- ☐ List of Tables
- ☐ List of Figures
- ☐ List of Acronyms and Abbreviations (Recommended)
- ☐ Executive Summary (with heading titles: ES.1 Key Benefits, ES.2 Background and Objectives, ES.3 Project Approach, ES.4 Key Results, and ES.5 Related WRF Research [to be filled out by WRF])
- ☐ Main Body of Report
 - ☐ Ensure all **in-text citations have a corresponding reference list entry**.
Double check your citation format: for sources with three or more authors, use the first author's last name followed by et al.; for sources with two or fewer authors, use all author last names. (*Examples: WRF 2018, Greene and Doe 2015, Smith et al. 2016*)
 - ☐ Include **call outs** in the text for all tables/figures in the main body of the report.
(*Example: "... as shown in Figure 3."*)
 - ☐ **Replace any URLs** or footnotes to references in the report body with in-text citations and reference listings.
 - ☐ Use **third person** rather than first person to refer to the research team.
(*Example: Use "the team" instead of "we" or "our"*)
- ☐ Appendices (if applicable)
- ☐ Reference List
 - ☐ Ensure **all reference list entries have an in-text citation** in the main body of the report.
 - ☐ Ensure that all reference list entries are complete, containing information on the **authors, publication year, title, publisher, and DOI URL/website URL** (*The Chicago Manual of Style "Author-Date Style" is preferred*).
 - ☐ For any references that could be cited the same way, **use letters** after the dates to distinguish between them in the reference list and in-text citations.
(*Example: Smith et al. 2015a vs. Smith et al. 2015b*)

Copyright Permission

- ☐ Ensure **ALL figures and tables are included on the Copyright Permission form** in order of their appearance, including any figures or tables from the Executive Summary and Appendices.
- ☐ For any figures or tables taken directly from or adapted from other sources, **obtain reprint permission** from the original publisher and submit correspondence with the final report.

Final Review

- ☐ Read through the report and fix any errors. The WRF final review conducts a spell check but does not manually read through each page.

last updated September 2025