

**Interim/Final Report No. X**

**Project Title**

Principal Investigator: *(Add last name, first name, contact)*

**INTRODUCTION (ARIAL 11 PT, BOLD, SMALL CAPITALS)**

These guidelines are intend to facilitate the preparation of a final or interim report of research project granted by the Phospholipid Research Center. In case of writing your final report, it might be necessary to introduce your project more comprehensive (see template research proposal). In case of an interim report, focus on the objectives set for the present work package and mention the relation with the previous step! (Please, do not introduce again the project!).

An interim report should not exceed more than 6 pages (without literature references). A final report should not exceed 11 pages (without literature references).

Write your text in Arial, font size 11 pt, 1.15- spaced line, full justification, margin left and right 2.5 cm, upper and lower margin 2.0 cm

**MATERIALS**

List all used materials with tradename and utilised quality.

**METHODS**

Describe your methods and procedures. Further headings of subsections should be in Arial 11-point bold with only the initial letters capitalised.

**RESULTS AND DISCUSSION**

You can organise your results in tables as shown in table 1.

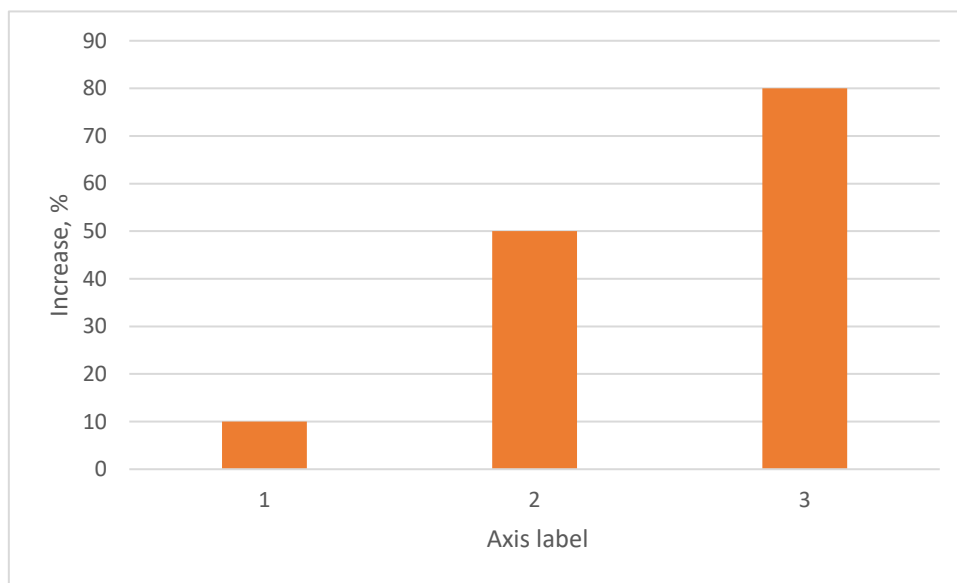
**Table 1. Table captions should be placed above the table and written in bold Arial 10-point Arrange the table centred on the page.**

<b>Text Arial 10-point</b>	<b>Arial 10-point</b>	<b>Arial 10-point</b>
Text Arial 10-point	Arial 10-point	Arial 10-point
Arial 10-point	Arial 10-point	Arial 10-point

You can also use graphs or images. Captions should be numbered e.g. "Table 1" or "Figure 2"



**Figure 1.** For images, be sure to have a good resolution. Please note that the words "Figure" or "Table" should be spelled out. Arrange the figure centred on the page



**Figure 2.** Figure captions should be placed below the figure and written in bold Arial, 10-point, centred.

## CONCLUSION

It is particularly important that you structure your report in a well understandable way. You can also mentioned further planned steps and related scientific questions.

## REFERENCES

References must be arranged as follows (Harvard Style):

[1] van Hoogevest, P., 2017. Review – An update on the use of oral phospholipid excipients. *Eur. J. Pharm. Sci.*, 108, pp.1 – 12

[2] van Hoogevest, P., Wendel, A., 2014. The use of natural and synthetic phospholipids as pharmaceutical excipients. *Eur. J. Lipid Sci. Technol.*, 116, pp.1088 – 1107.

Use a numbered list of references at the end of the article, ordered as they appear in the text. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. If the work has four or more authors/editors the abbreviation 'et al' should be used after the first author's name. It is also acceptable to use 'et al' after the first author if the work has three authors. Some books may contain chapters written by different authors. When citing work from such a book, the author who wrote the chapter should be cited, not the editor of the book. Private communication should be acknowledged in the main text in brackets, not referenced e.g. (van Hoogevest, personal communication).