

ARENA REPORT WRITING TIPS & GUIDELINES

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Australian Government
Australian Renewable
Energy Agency

ARENA

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Report writing is a requirement for all ARENA-funded projects. It forms a key part of how ARENA delivers our legislative mandate to share knowledge, drive innovation and improve competitiveness of renewable energy technologies.

This guide applies to all public facing reports that will be published on ARENA's Knowledge Bank, including Lessons Learnt Reports, Technical Reports, and Final Knowledge Sharing Project Reports.

Project reports are published on ARENA's website, however they are authored and owned by project proponents. As they are public documents on a government website, it is a requirement that they meet a minimum standard.

This guide has been created to assist in preparing public project reports. It is distributed to all project proponents and sets out the minimum requirements that reports must meet.

Please contact your Client Manager or email the ARENA Contracted inbox at arenacontracted@arena.gov.au if you are unsure about what is required or have questions relating to the criteria set out in this document.

MANDATORY INCLUSIONS

All reports must include the following:

- › Appropriate branding and visual identity.
- › A cover page that includes:
 - Your organisation name, logo and website (if applicable)
 - The name of your project
 - The title of the report
 - The name of the author
 - The date of submission e.g. dd/mm/yyyy
- › An acknowledgement and disclaimer that the project received funding from ARENA.
- › A hyperlinked table of contents if your report is more than 6 pages long.
- › Page numbers (with the exception of the title page).
- › Numbered and named graphics, diagrams and tables. Graphs should include axis labels and a reference key.
- › Definitions for abbreviations, acronyms, and symbols. This can either be defined the first time they appear or referenced in a glossary at the end of the report. If there are many abbreviations within a long document e.g. over 20 pages, a glossary should be included at the end of the report.
- › Minimum accessibility standards.

Reports that do not include these mandatory items will not be published and may impact the acceptance of your Knowledge Sharing Plan deliverables or Project milestones.

MANDATORY INCLUSIONS EXPLAINED

BRANDING AND VISUAL IDENTITY

As Project reports are authored and owned by you, and are about the findings of your project, it is important they are easily identifiable as yours, not ARENA's. This means you should use your company colours and branding.

The title of your report should not reference ARENA or use language that may infer the project is owned by ARENA e.g. The ARENA Report on Distributed Energy.

ARENA DISCLAIMER AND ACKNOWLEDGEMENT

As detailed in the Funding Agreement, project reports must include the following disclaimer on the cover or inside cover:

The views expressed herein are not necessarily the views of the Australian Government. The Australian Government does not accept responsibility for any information or advice contained within this document.

Project reports must acknowledge funding has been provided by ARENA. This can be done using the wording provided in the Funding Agreement. For example:

This project received funding from the Australian Renewable Energy Agency (ARENA) as part of ARENA's Advancing Renewables Program.

You may also choose to acknowledge other organisations and individuals that contributed to or provided funding for your Project.

MINIMUM ACCESSIBILITY REQUIREMENTS

Equal and open access to information is important to ARENA and is a government requirement. This means information should be available and usable by everyone including people with disabilities or impairments.

As a grant recipient, we require that all your materials adhere to the minimum accessibility standards prior to submission. This means using:

- › Minimum 11 point font
- › A hyperlinked table of contents for large reports (over 6 pages)
- › Captioning and using alternate text for all images
- › Including full hyperlinked URLs as footnotes or citations
- › Using colours with sufficient contrast in headings and banners.

Guidance on some of the commonly overlooked accessibility requirements is provided below.

HYPERLINKS

Hyperlinks are an effective way to direct readers to another source, however if the report is printed or downloaded and read offline, hyperlinks will not work and the reader no longer has the option to click through.

To ensure your report is meeting minimum accessibility standards, please include the full URL or reference in a footnote or citation, as shown in the examples below:

| | | |
|---|--|---|
| <p>✗ Read the report here</p> | <p>Option 1</p> <p>✓ Spell out the URL in a footnote</p> | <p>Read the report here¹</p> <hr/> <p>1 arena.gov.au/assets/2021/01/revs-the-a-to-z-of-v2g.pdf</p> |
| | <p>Option 2</p> <p>✓ Using a citation. This is a more formal style and is often used in technical reports</p> | <p>Read "The A-Z of V2G" (Jones et al. 2021)</p> <p>References: Jones, L., Lucas-Healey, K., Sturmberg, B., Temby, H. and Islam, M. 2021, <i>The A-Z of V2G</i>, viewed 2 February 2021 <https://arena.gov.au/assets/2021/01/revs-the-a-to-z-of-v2g.pdf></p> |
| | <p>Option 3</p> <p>✓ Adding context to the sentence</p> | <p>"Visit ARENA's website to search for "The A-Z of V2G" in the Knowledge Bank".</p> |

USE OF COLOUR AND FONT

The colour of text in your report can have an impact on the accessibility of your report. When formatting ensure that font size is a minimum of 11 points and that there is sufficient contrast between text colour and background colour.



PHOTOGRAPHY AND ILLUSTRATIONS

Photography and illustrations can be a useful way to explain a complex topic, process or scenario. Project proponents are encouraged to use imagery to make reports more engaging and easier to understand.

If you wish to include any imagery in your report, please ensure you include a caption describing the image and alternate text is included for each image. Alternate text is hidden coding used to describe the image for search engines and screen readers. Captions describe the image for all users and are visible below the image.

ARENA regularly seeks suitable imagery of projects for use on its website and publications. If you have high resolution photographs you think would be appropriate to share with ARENA, please advise your Client Manager. All images used by ARENA will be appropriately credited.

FURTHER GUIDANCE ON STRUCTURE

Take the time to prepare and plan your report. Having a well-written and well-presented document that is identifiable as yours, not only makes a lasting impression, but will also help promote your organisation as credible and professional.

Remember to consider who will be reading your report and your target audience. The Executive Summary in particular should be written in plain English. This means it should be easily understood by someone in the energy industry who is not familiar with the technology or project you are writing about. The body of your report can be as technical as you need it to be in order to explain processes and methodologies.

STRUCTURE

In addition to the mandatory inclusions, follow the structure below to keep your report organised and easy to understand.

- › A tables and figures index if relevant.
- › An executive summary of the major points, conclusions, and recommendations.
- › An introduction or background section.
- › Body text that expands and develops the material in a logical and coherent manner, reflecting the structure outlined in the introduction. Use lists whenever appropriate to break information into easy-to-understand points. These can either be numbered or bulleted.
- › Body text for Lessons Learnt Reports should additionally describe:
 - Lesson category (i.e. technical, regulatory, financial, economic, social etc)
 - A description of the issue and what steps or actions were taken
 - Implications for future projects (describe what you would do differently next time and how this would help?)
 - Knowledge gap (if your project learnings have identified any knowledge gaps that need to be filled, please state it here)
 - A conclusion that summarises the important findings.
- › Overall recommendations if relevant.
- › Optional photography and images¹.
- › References listing all sources that have been referred to in the text.
- › Appendices if required.

¹ You must have necessary consent and release forms where individuals are identifiable and ensure that appropriate licenses are obtained for any stock photography used. Photographs of people onsite or using equipment must be wearing appropriate Personal Protective Equipment.

NEED SOME HELP?

We know not all project proponents have the capacity or capability to write detailed reports. If you are looking for a professional writer or editor the [Australian Technical Writers' Association](#)² may be able to refer you to suppliers.

We don't expect all reports to be professionally written, however it needs to read well. If you are writing your own report you may find it useful to review the [Australian Government's Style Manual](#)³. It contains information and guidance on good grammar, spelling and using plain English.

If you are unsure whether your document is considered accessible, you can run [Microsoft Word Accessibility Checker](#)⁴. This function of Word will indicate if your report is easy for people of all abilities to read. The WebAIM website also contains useful resources for creating accessible documents for the web. We recommend reviewing the [WebAIM Creating Accessible Documents Guide](#)⁵ to help you maximise the accessibility of your reports.

FINAL CHECKLIST

Using the below checklist will help ensure your report is the best representation of your project and that everyone has equal access to its contents.

Before you submit your report on ARENANet check that you have included:

- The ARENA acknowledgement and disclaimer
- A front page that includes: organisation name and logo; project name; report title; author; submission date
- A hyperlinked table of contents with page numbers if your report is over 6 pages
- An introduction outlining the problem you worked on and the purpose of your work
- The main points and findings
- Definitions of abbreviations and acronyms
- Labels on all graphs and figures
- Correct URLs that are referenced in your document for offline access.

And finally, be sure to check grammar, spelling, and accessibility.

2 www.astc.org.au

3 www.stylemanual.gov.au

4 <https://support.microsoft.com/en-us/topic/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f?ui=en-us&rs=en-us&ad=us#picktab=windows>

5 <https://webaim.org/techniques/word/#checker>

Further information is available at
arena.gov.au

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ARENAWIRE



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