

WRAP Reporting Requirements

1. The report should be presented using the WRAP report template and charts and graphs should follow the WRAP chart and graph guidance. All colours must adhere to the WRAP colour palette. Please request access to these files through your WRAP Project Manager.
2. The report is to be provided complete and ready to publish. It must, where possible, avoid stating 'WRAP wanted x' or 'we thought x' but must instead be written of the tone 'The aim of this work was x'.
3. Reports must follow a logical structure, taking the reader on a journey. The report should have a logical flow and enable the reader to follow the process that was undertaken. It must also clearly recommend areas that WRAP can take forward i.e. key product groups, target life cycle phases etc, and should have clear conclusions and recommendations.
4. The aims should relate back to the Request for Quotation (RfQ) that you won the work for. It should clearly highlight the aim of the work that WRAP commissioned you to undertake.
5. The report should be clear to all readers. Although the primary audience will be a variety of different organisations it is essential that the tone and level allows for anyone to follow the report and understand it. As such all text should be in plain English. Where terms or acronyms are used, they should all be explained in full upon the first usage (or added to an initial glossary) but should continue to be used consistently throughout the report.
6. At each stage of the report there should be a simplistic and clear methodology. It should state: What (you did), Where, Who (with), When and (if necessary) Why. This needs to be clear for each phase or element of the work undertaken and as such each section of the report.
7. The report needs to be jargon free. Each sentence needs to be factually accurate and relevant. Ensure that all statements are fully explained, and the significance of such statements are clearly understood by the reader.
8. Reports need to avoid repetition of text unless it is required to set context.
9. All data needs to be transparent and referenced. However, the report must work as a standalone document and should not be reliant on the reader having access to the referenced materials.
10. Any calculations need to be transparent and able to be followed by the reader and allow the reader to check them. All supporting documentation and tables must be present within the report. If necessary, appendices can be used.
11. Assumptions and estimations used must be clearly logged with reasoning.
12. Avoid use of ambiguous statements. The report must be factual throughout and evidence based. If you wish to make statements based on assumption or general knowledge, they must be stated as such. Units used in tables and charts must be stated. It must also be apparent how robust the data sources are and if applicable sample numbers and error margins must be listed.

13. WRAP (Waste and Resources Action Programme) is an acronym, but it does not need to be written out in full. WRAP must always be written in upper case.
14. WRAP has a Writing Style Guide that dictates spelling usage, hyphenation, punctuation requirements etc. Please request a copy from the WRAP Project Manager.
15. We would suggest for footnotes or bibliographies that you use Microsoft Word's referencing tool throughout. If we are publishing on a specific platform/journal that requires specific referencing such as Harvard, etc. we can easily change the report to suit.
16. All UK nations (England, Northern Ireland, Scotland, Wales), and other countries, must be referred to in equal weighting and listed in alphabetical order. The same would apply if partner organisations need to be listed.
17. Proofreading a report before submission to WRAP is essential. Please check spacing, table numbering, spelling, grammar, the use of ambiguous unsupported statements etc. We would advise that *someone else* within your organisation proofreads the report rather than the authors of the report.
18. Reports should always be submitted electronically in Microsoft Word format (.doc or.docx) to allow us to review and add comments if required.