

**FIELD ACTION SCIENCE REPORTS****Guidelines for Authors****TERMS OF REFERENCE**

## Articles:

- Should not exceed 3500 words, 50 references, and 6 tables and figures.
- Have a structured abstract of no more than 250 words with Background, Methods, Results, and Conclusions.
- The body of the text should contain Title page, Abstract, Introduction, Equipment and Methods, Results, Discussion, Acknowledgements, and References.
- The discussion should contain at least one paragraph on the practice implications of the work.
- The Title Page should contain the full names, highest degrees, and institutional affiliations of all authors, a running head title of no more than 40 characters, full address and email of the corresponding author, and a word count.
- Manuscripts will be written in clear and concise English and should be comprehensible to a broad readership.
- The paper should be written in a scientific format i.e. following basic rules such as separating facts from their discussion.
- Only reliable work will be published which includes specific characteristics related to the region where the project is implemented.

## **Broad Themes**

- FACTS Reports will address all aspects of operational work.
- Practice-oriented papers, featuring knowledge gained from operational experience.
- Science-based evaluations.
- Practitioner's own or their organization's experience.
- Practical examples.
- Case studies.
- Implications for field-based programs.

## **Type of Questions**

*(Notes: this list of questions is neither exhaustive nor restrictive but only given as an indication. The replies to all questions are, of course, not obligatory. The authors can make use of this list as a guidance to answer issues that are related to their own work).*

### ***Background***

- Historical context of the problem that this report deals with.
- What is the humanitarian effort about?

### ***General Information/Geographical***

- How many years does the project cover?
- Which region, country or countries are covered?
- What are their particular characteristics?
- Degree of involvement of local communities and authorities.

### ***Methodological issues***

- Chronology of events.
- What are the traditional techniques and responses?
- Describe in detail the innovative logistical and technical instruments that the field player uses during field operations.
- Describe tools used for implementing the project.

- What prototypes add-ons and how many units?
- Did local technicians receive training and over what period?
- Describe staffing issues and training provided.
- Describe transport issues.
- Method or test used
- Technical studies and statistics, diagrams or pictures

***Political issues***

- Local context: attitudes to the solution suggested by the field operators and government endorsement within its own official bodies
- Local administration endorsement, involvement or resistance?

***Barriers/Solutions***

- Describe its use to date.
- What were the problems encountered?
- What solutions were provided to these problems?
- What are the future steps of the project?
- Describe the limitations to the full-scale implementation?
- What were the cultural or/and ethical issues concerned?

***Results/Costs***

- What was the situation before the intervention?
- What major change did the intervention bring?
- What were the results in each district? Success/failure rates
- Cost of prototype.
- Breakdown of the cost involved in the project.
- Did the field operators conduct any follow-up studies and over what period?

- How were the changes brought about by the field operators documented?
- Key benefits of using the prototype.

*Discussion/Future Steps*

- Challenges for ensuring ongoing success of the project.
- Concrete examples.
- Results of the intervention to guide future processes.
- Conclusions and future directions.

For more information, please contact:

**Nadia CAÏD**  
Development Director  
Institut Veolia Environment  
15, rue des Sablons  
75116 Paris  
Tel: +33 1 53 43 22 70  
E-mail: [nadia.caid@institut.veolia.org](mailto:nadia.caid@institut.veolia.org)