Report structure – best practice

1. **Cover page** – [include title and logos - remember to use the latest logos]

2. **First page** – [include title, publication year and contacts]

3. **Foreword** – [in case there is a foreword include it here with the signature of the person that wrote it e.g. minister, representative...]

4. **Acknowledgments** - [this should include all people/organizations that worked on the report and the photo credit for the cover]

5. **Table of Contents**

6. **List of tables**

7. **List of figures**

8. **List of maps** [if any]

9. **List of boxes** [if any]

10. **Acronyms** – [remember to put this in alphabetical order. Placing them in a table can help with sorting]

11. **Executive summary** – [should not be very long, focus on key results. Summary figures and methodology boxes are a plus]

12. Chapter 1 – **Introduction** [this chapter will include background, purpose of the study and structure of the report]

13. Chapter 2 – **Methodology** [this is key for all FS assessments. It should include: sampling, training and fieldwork, survey tools, data processing and data quality assurance methods as well as limitations]

14. Chapter...... [If it's a long report, best practice is to include key findings at the beginning of each chapter]

15. **Conclusion and recommendations** - [these can also be two separate chapters – recommendations should be linked to findings and conclusions]

16. **Glossary** [if any, include it here]

17. **Annexes**

18. **Back cover page** – [with contact details]

Photo credits: remember to include photo credits for all pictures in the report, including the cover

Color scheme: set-up a color scheme at the beginning of the assessment. Develop a word file and an excel file with the same color so graphs will be created with the same color scheme.

For WFP reports, please refer to the [WFP Branding Guidance](#) for logos, typography, color palette, etc.