**interim report/ final report/ working paper**(select the right type of document above)



**Title of the paper**

Universite Laval

**Author A**

**Author B**

**Author C**

Month Year   
(of publication)





**Title of the paper**

**Abstract**

*A summary of 12-16 lines reporting briefly the main research questions, results and policy implications of the study.*

**JEL:** CODE1; CODE2; etc.

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The authors are also grateful to Person X and Person Y for technical support and guidance, as well as to Person Z for valuable comments and suggestions. **This section can be customized and opened to other contributors, but we encourage you to start by acknowledging your PEP mentors (scientific and policy outreach).**

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**IMPORTANT NOTE**

We strongly encourage you to present your report/working paper in a format that could be directly submitted to a journal, i.e. no more than 30 pages and 8000 words. On approval, working papers will be formatted and, if necessary, edited. French-language working papers will be translated to English. Translations and editing services will be provided separately for journal submissions. In the case of reports (but not working papers), you are free to provide a separate annex with all additional information you deem necessary to its evaluation, but please ensure that the report is independent of this annex, as would be the case in a journal submission. In no event should the report/working paper exceed 50 pages and 12000 words.

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**List of abbreviations**

|  |  |
| --- | --- |
| **AAA** | Text text text |
| **BBB** | Text text text |
|  |  |
|  |  |
|  |  |

# *Executive summary (2 to 3 pages)*

It is not necessary to write this executive summary in the first stages of research, but it may be useful to do so. The executive summary communicates easily understood information on research issues, major methodological aspects and principal findings and policy implications to a large audience. It is important to avoid the use of technical terms.

Start page numbers here: page 1

# Introduction

## Context of the study

State the problem studied and its context.

## Research questions andobjectives

Summarize the key research questions and objectives of the study. Report briefly on the methodology that is followed to answer these questions.

# Literature review

Report on the earlier work that focuses on the issue of interest.

* Earlier work and key results;
* It is sometimes better to list references according to **their publication year.**

Please note that any text that you borrow from another source should be carefully contained between quotation marks with a reference to the source (including page number) immediately following the quotation. Note also that copying large extracts (such as several paragraphs) from other texts is not a good practice, and is usually unacceptable.

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# Methodology and data

This section should report in details the methodology used to answer the research questions.

*Example for inserting an equation:*

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* Use the same font for all symbols and notation;
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It is strongly recommended to add a sub-section to describe the data that is being used (along with level of representativeness, the nature of the sampling design, and all relevant data collection issues related to the main objectives of the survey).

# Application and results

This section should report the discussion and interpretation of the results together with the associated tables and figures. All tables and figures should be accurately cited in the text. In order to lighten the main text, some less relevant (but, of course, important) tables and figures can be moved into an Annex (see below).

*Example for inserting a table:*

Table 1: Title of table 1

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| --- | --- | --- | --- | --- | --- |
| Text | Text | Text | Text | Text | Text |
| Text | Text | 0.00 | 0.00 | 0.00 | 0.00 |
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| Text | Text | 0.00 | 0.00 | 0.00 | 0.00 |
| Text | Text | 0.00 | 0.00 | 0.00 | 0.00 |

***Source:*** Indicate the source of data at all time

*Example for inserting a figure:*

Figure 1 : Title of figure 1



# Conclusions and policy implications

* Briefly summarize the context and the main research questions of the study as well as the methodology adopted to address these questions.
* State the main conclusions and **discuss the implications of these in terms of policymaking**
* Avoid using the same sentences as in the main text and strive to write the conclusion in a synthetized and elegant manner.

# References

*Example:*

ALKIRE, S. and J. FOSTER (2007): “Counting and Multidimensional Poverty Measurement,” OPHI Working Paper Series No. 07, OPHI.

RAVALLION, M. and S. CHEN (2003): “Measuring Pro-poor Growth,” *Economics Letters*, 78, 93–99.

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* Order the list by last name of the authors.
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*Examples:*

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*Working paper:*

*Lastname,* ***A.****and* ***A*** *Lastname(year):* “Title of the article,” Working Paper Series’ name and Number, Institution.

# Annex

This section should report additional tables and figures that are not included in the main text.