Kearney Foundation of Soil Science
Final Report Guidelines
Kearney Research Projects

Final Reports need to be submitted electronically to the Kearney Foundation of Soil Science using the Kearney Foundation Web based system. The site will be open from now until the deadline. You can review and edit your report anytime before the deadline. **Please note that your final reports will be posted on our website and will showcase the work accomplished with funding from the Kearney Foundation.   In addition, final reports will be published in a bound volume.**

You will need the following information to complete the required forms online:

Project Information
Project Title
Reporting Period
Keywords (no more than five keywords that describe your project)

Principal Investigator(s)
Name
Campus
Department
Title
Street address
Email
Phone
Fax
Web page
Professional Profile (brief description of your research interests)

Principal Co-Investigator(s)
Same as above

Project Staff
Provide the following information for each member of your project team:
Name
Title (e.g. postdoc, graduate student, undergraduate assistant, etc)
% of appointment (e.g. 25%, funded portion of appointment out of 100)

Project Collaborators
Name
Affiliation

Research Highlights
This information will be highly visible and used to prepare progress reports for the entire 2001-2006 Kearney Mission. Each project should submit 1 to 3 research highlights in the form of a bulleted list. Each highlight should be written clearly, concisely and in language that can be understood by the general public. Each highlight will be linked electronically to the pdf file of the corresponding Project Annual Report.

Project Results
Final reports do not have a set limit of pages, but a reasonable length is six to ten pages without figures, tables and references. (1 inch margins, Times New Roman font, size 12, single-spaced)

Your report should include

- Project Title (in bold, centered)
- Investigators (PIs name marked with an asterisk, centered)
- Affiliations(s) (in italics—in the case of multiple affiliations and participants, please connect affiliation to participant using superscripts numerals, centered)
- Summary (no more than 350 words summarizing the principal results obtained)
- Main Headings (in bold):

    1. **Project objectives addressed** (list proposal objectives or list modified objectives with justification for change).
    2. **Approach and procedures –** this should be quite brief (<0.5 page)
    3. **Results –** Present your major findings concisely and clearly. Include at least 2 key figures and/or tables summarizing your most significant findings.
    4. **Discussion –** discuss the implications of your results with respect to our previous understanding of the subject. Relate the importance of your findings in the context of the overall Kearney mission. Discuss any unexpected findings, specific problems, new directions identified, etc.
    5. **References** (references to be included on pages in addition to # of pages requirement above) – Please refer to the reference guidelines at the end of this document.

Submission of Project Results:
In addition to uploading your project results document into the Kearney System as a PDF file, please submit your document as a Word file, via email, as an attachment, to Kearney@ucdavis.edu.

Final reports will be sent out for peer review by your colleagues. You will revise your report based on suggestions from the peer reviewers and the Director and then send us the final revised version (via email, as an attachment, Word format) to Kearney@ucdavis.edu for us to upload into the system. We may request you to send us your figures in a different form.

List of Publications/Presentations Resulting from Project

Presentations: List all presentations based on project research made at scientific meetings, conferences, workshops, in outreach efforts, etc.

Technical Publications: List publications resulting from your Kearney Foundation supported project, including:

1. Peer-reviewed journal articles, published or in press during the reporting period
2. Master's theses or doctoral dissertations accepted by the university
3. Non peer-reviewed articles, e.g. book chapters, proceedings papers, trade journal articles.

Please refer to the reference guidelines at the end of this document.

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REFERENCE GUIDELINES

When completing your reference/publications list, please include all the information shown below, using the same order (author, year, title, etc.) and the same font changes (italics and bold)

Book:

Author^, Year. *Title.* Publisher

Journal Article

Author^, Year. Title. *Journal*. **Volume**: Pages

Book Section

Author^, Year. Title. In: *Book Title*. (Ed^. Editor^, pp. Pages. Publisher)

Conference Proceedings

Author^, Year of Conference. Title. *Conference Name*. Conference Location.

Thesis

Author^, Year, *Title*. Thesis Type. University, City

Report

Author^, Year. Short Title. In: *Title*. pp. Pages. Institution

Examples:

Book:

Agren , G. and E. Bosatta, 1996. *Theoretical Ecosystem Ecology: Understanding Elemental Cycles.* Cambridge University Press.

Book Section:

Scow, K.M. 1997. Soil microbial communities and carbon flow in agroecosystems. In: *Ecology in Agriculture* (ed. L.E. Jackson), pp: 361-407. Academic Press

Journal Article:

Quideau, S.A., M.A. Anderson, R.C. Graham, O.A. Chadwick, and S.E. Trumbore. 2000. Soil organic matter processes: Characterization by 13C NMR and 14C measurements. *Forest Ecology and Management*. **138** :19-27.