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Multi-risk evaluation and mitigation strategies

**Start date:** 01.10.2010      **End date:** 30.09.2013 (36 months)

**Deliverable:** D8.3 – Guidelines for Reference Reports

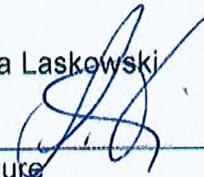
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Date

Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	X
CO	Confidential, only for members of the consortium (including the Commission Services)	

## Abstract

The MATRIX Reference Reports (guidelines and recommendations) delivered by all MATRIX partners are part of WP8 “Dissemination/end users”. MATRIX Results and Reference Reports will be presented in Month 18 and Month 36.

The dissemination of MATRIX concepts and results aims to support innovative pathways and the new structures and needs that are being developed in Europe for cost-effective disaster risk reduction.

In general, the dissemination of Reference Reports addresses the following groups:

- MATRIX researchers and their institutions.
- Researchers and their institutions who participated in previous (mostly sectoral) projects MATRIX is built upon.
- The scientific community at large.
- The disaster management community in European states.
- The commercial sector with an emphasis on insurance companies and companies in the information technology sector.
- Press and media.

The Reference Reports’ focus is to report on the MATRIX project in a standardised way and to inform the above mentioned target groups as to the current status and most recent results of the project.

*Keywords: guidelines, reference report, template, manual, editor, reviewer, production*

## **Acknowledgments**

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## 1 Introduction

The MATRIX Reference Reports should communicate the information and results which are the outcomes of scientific research and analysis of data by the different partners. "Reports can cover a wide range of topics, but usually focus on transmitting information with a clear purpose, to a specific audience" (Uni Learning 2011). Therefore the target groups of the Reference Reports are

- MATRIX researchers and their institutions.
- Researchers and their institutions who participated in previous (mostly sectoral) projects MATRIX is built upon.
- The scientific community at large.
- The disaster management community in European states.
- The commercial sector with an emphasis on insurance companies and companies in the information technology sector.
- Press and media.

The Reference Reports will present the outputs of different topics - related to the different MATRIX Deliverables - which were discussed and explored during the project.

## **2 Reference Reports**

### **2.1 GUIDELINES FOR MATRIX REFERENCE REPORTS (SUB TASK 8.2.1)**

The guidelines for writing are presented in the Appendix. The guidelines and a template will be accessible to all colleagues via mail and web portal. The template guarantees a clear report structure and ensures that the Reference Reports are written in the same way.

If other MATRIX participants than KIT are involved in Reference Report writing, they are **strongly advised** to use the guidelines for report writing.

### **2.2 PRODUCTION OF THE DRAFT AND FINAL (READY-FOR-PRINT) VERSION (SUB TASK 8.2.2)**

The draft version and the final version of the Reference Reports will be prepared by KIT, in cooperation and with the scientific input of other MATRIX partners. The Reference Reports will be ready for printing only after the review process by the Project Management Team is completed.

### **2.3 PRINTING AND DISTRIBUTION OF THE REFERENCE REPORTS (SUB TASK 8.2.3)**

The production and printing of the Reference Reports is foreseen towards Month 18 and Month 36, in order to have them available at the Progress Meeting (Month 18) in Vienna and the Final Project Meeting (Month 36) in Potsdam. The reports will be distributed to members of the scientific community, public administration and policy makers. They will also be available on the MATRIX webpage.

## References

Uni Learning (Eds.). 2011. Report writing. The purpose of reports.  
<http://unilearning.uow.edu.au/report/index.html> (16.08.2011)

# Appendix

## Checklist & Guidelines for Reference Reports

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## Checklist Reference Reports

- File format:** MS Office Word and PDF
- File name:** WP#\_Reference Report#
- Page format:** DINA 4 / Portrait
- Type area:** Justify
- Font type:** Arial
- Font size:** Headings
- First level (1, 2, 3...) and chapter 14pt, bold, dark blue
  - Second level (1.1, 1.2, 1.3...) 12pt, bold, dark blue
  - Third level (1.1.1, 1.1.2, 1.1.3...) 12pt
  - Figure title 11pt, bold
  - Table title 11pt, bold
- Text
- 12pt for running text
  - 10pt for footnotes
  - 8pt, bold for page numbers
- Margin:** Left/right and top 2,5cm, bottom 2cm
- Line spacing:** Single-spaced
- Page numbers:** Centered
- Taps:** 0,5cm

**Please note:**

**Check your PDF on displaced headlines, complete figures etc.**

### General information

**To avoid mistakes in formatting, regarding the different MS Office Word versions used by the partners, the Reference Report template is designed without any defined formatting in Word (except column breaks after every chapter).**

**Therefore please stick to the checklist to guarantee the standardized design of the Reference Reports.**

**The easiest way is to use the template, because here all checklist settings are already made. You just have to change information where marked and write your text.**

**Please do not simply copy and paste your whole text!**



# MATRIX

## New Multi-Hazard and Multi-Risk Assessment Methods for Europe



MATRIX results I and Reference Report / Deliverable D8.4

**FirstName LastName, FirstName LastName**

**WP# - ReportTitle, PartnerName**

**Please fill in the name/s of the Reference Report author/s, the WP number, the report title and the name of your organization**

## Acknowledgement

The research leading to these results has received funding from the European Community's Seventh Framework Programme [FP7/2007-2013] under grant agreement n° 265138.

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**Please don't change this page!**

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<b>References</b>	
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- **The Content chapter is designed as a Table with two columns.**
- **You have to fill in your own headings and page numbers starting from “2”.**
- **The LeftIndent for second and third level headings in this Table is 0,5cm.**
- **If you need more lines, please insert them where needed.**
- **After finishing, mark the Table, select the “Borders and Shading option” for Tables and click “Without”.**
- **The Table now appears without borders.**

## Abstract

The abstract should be no more than 200 words and should include the context, contents, and conclusions of the report.

The list of keywords should contain no more than 10 words.

*Keywords: keyword1, keyword2, keyword3*

# List of Figures

Fig. 1	Title	8
Fig. 2	Title	
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Fig. 4	Title	
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Fig. 8	Title	
Fig. 9	Title	
Fig. 10	Title	

- **The List of Figures chapter is designed as a Table with three columns.**
- **You have to fill in your FigureTitles and page numbers.**
- **If you need more lines, please insert them and continue with Fig. 11.**
- **After finishing, mark the Table, select the “Borders and Shading option” for Tables and click “Without”.**
- **The Table now appears without borders.**

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Table 6	Title	
Table 7	Title	
Table 8	Title	
Table 9	Title	
Table 10	Title	

- **The List of Tables chapter is designed as a Table with three columns.**
- **You have to fill in your TableTitles and page numbers.**
- **If you need more lines, please insert them and continue with Table 11.**
- **After finishing, mark the Table, select the “Borders and Shading option” for Tables and click “Without”.**
- **The Table now appears without borders.**

## 1 Introduction

- **One tab after the HeadingNumber.**
- **Please leave one blank line after the heading.**
- **Write your text as usual.**
- **Please leave a line space between new paragraphs.**

## 2 Heading

- One tab after the HeadingNumber.
- One blank line after the heading.
- Write your text as usual.
- Please leave a line space between new paragraphs.

### 2.1 Heading

- One tab after the HeadingNumber.
- One blank line after the heading.
- Write your text as usual.
- Please leave a line space between new paragraphs.

### 2.2 Heading

#### 2.2.1 Heading

- One tab after the HeadingNumber.
- One blank line after the heading.
- Write your text as usual.
- Please leave a line space between new paragraphs.

#### 2.2.2 Heading



Please insert pictures as .jpg or .png!

**Fig.1** FigureTitle

- One tab after the FigureNumber
- One blank line between Figure and FigureTitle

**3 Heading**

**3.1 Heading**

3.1.1 Heading

3.1.2 Heading

**3.2 Heading**

**Table 1      TableTitle**


- **One tab after the FigureNumber**
- **One blank line between Figure and FigureTitle**

## **4 Heading**

### **4.1 Heading**

### **4.2 Heading**

## References

- List authors in alphabetical order.
- Same author with different references = latest reference first
- One blank line after every reference
- Second text line starts with a tab

### Examples

**BALLANTYNE, Donald (2006): Lifelines. In: IWAN, Wilfried (Ed.): Summary Report on the Great Sumatra Earthquakes and Indian Ocean Tsunamis of 26 December 2004 and 28 March 2005. P. 45-52, Earthquake Engineering Research Institute, Oakland**

**BASHER, Reid (2006): Global early warning system for natural hazards: systematic and people centered. In: PHILOSOPHICAL TRANSACTIONS OF THE ROYAL SOCIETY 364, no. 1845, p. 2167-2181, Royal Society, London**

**FLINT, Michael & GOYDER, Hugh (2006): Tsunami Evaluation Coalition. Funding the tsunami response. TEC, London**

**SATAKE, Kenji (Ed.) (2005): Tsunamis. Case Studies and Recent Developments. Springer, Dordrecht**

**UNISDR (UNITED NATIONS INTERNATIONAL STRATEGY FOR DISASTER REDUCTION) (2011): Terminology.  
<http://www.unisdr.org/we/inform/terminology> [31.08.2011]**

**UNISDR (2005): World Conference on Disaster Reduction. 18-22 January 2005, Kobe, Hyogo, Japan. Proceedings of the Conference. United Nations, Genf**

# Appendix

AppendixTitle	

- **If there are Appendices, don't forget to list them in the Contents chapter!**
- **Otherwise delete this section.**
  
- **The Appendix chapter is designed as a Table with two columns.**
- **You have to fill in your AppendixTitles and page numbers.**
- **If you need more lines, please insert them.**
- **After finishing, mark the Table, select the "Borders and Shading option" for Tables and click "Without".**
- **The Table now appears without borders.**