Template for Reports Developed by Evidence-based Practice Centers

Updated November 27, 2018

This template is a tool for formatting reports developed by Evidence-based Practice Centers. It is constructed according to the formatting specifications detailed in *Publishing Guidelines for Reports Developed by Evidence-based Practice Centers*. It is designed primarily to help you write your report using Microsoft Word's Style function. (See Section 2 of the *Publishing Guidelines* for help in using Styles.

The *Publishing Guidelines* and template are located on the Scientific Resource Center's secure site at http://www.epc-src.org/src/ in the folder Resources /EPC Process Resources /02. Publishing Guidelines and Templates.

Template for Reports Developed by Evidence-based Practice Centers

<The AHRQ-generated report cover goes on this page, color or B&W>

Comparative Effectiveness Review—[Style: ReportType]

Number xx—[Style: NumberLine]

<Title of Report—[Style: ReportTitle, Arial 18 Bold Flush Left]>

<Subtitle of the Report, if Applicable—[Style: ReportSubtitle, Arial 12 Bold Flush Left]>

Prepared for:
Agency for Healthcare Research and Quality
U.S. Department of Health and Human Services
5600 Fishers Lane
Rockville, MD 20857
www.ahrq.gov

<For all draft reports insert the peer review draft disclaimer here>

Contract No. xxx-xx-xxxx
Prepared by:
<Name> Evidence-based Practice Center
<City, State>

Investigators:
First and Last Names, X.X.
First and Last Names, X.X.

AHRQ Publication No. xx-EHCxxx <AHRQ will provide>
<Month Year>

Key Messages [Style: FrontMatterHead, Arial 16 Bold Flush Left] [NEW!]

\<The Key Messages should not be in a text box or a table. It needs to be short enough to fit on the page 1 box on the standalone evidence summary.\>

Purpose of review [Style: ParagraphNoIndentBold, 12 pt. Times New Roman bold, flush left]

One-sentence summary of the review's purpose. [Style: ParagraphNoIndent, 12 pt. Times New Roman, flush left]

Key messages [Style: ParagraphNoIndentBold, 12 pt. Times New Roman bold, flush left]

- Point number one. [Style: Bullet1]
- Point number two.
- Point number three.

<This is the page following the Key Messages page. A series of disclaimers go here.>

<Insert Funding Statement.>

<Insert Financial Disclosure Statement or revise as needed. In bold: **None of the investigators have any affiliations or financial involvement that conflicts with the material presented in this report.** .>

<Insert Purpose Statement.>

<Three Returns>

< Insert dissemination rights notice:>

<Insert AHRQ and DHHS Endorsement statement>

<Three Returns>

<For systematic reviews, add the surveillance statement.>
<Add the following statement regarding accessibility (Section 508 compliance)>
Persons using assistive technology may not be able to fully access information in this report. For assistance contact [insert program email address].

<Add a suggested citation of your report:>
Suggested citation: <Authors>. <Topic in Title Caps>. <Report Series Name in Title Caps No.> <#>. (Prepared by the <EPC Name> Evidence-based Practice Center under Contract No. <##>.) AHRQ Publication No. XX-EHCXXX-EF. Rockville, MD: Agency for Healthcare Research and Quality. <Month Year>. Posted final reports are located on the Effective Health Care Program search page.
<doi>.

Suggested citation: Kemper AR, Maslow GR, Hill S, Namdari B, Allen LaPointe NM, Goode AP, Coeytaux RR, Befus D, Kosinski AS, Bowen SE, McBroom AJ, Lallinger KR, Sanders GD. Attention Deficit Hyperactivity Disorder: Diagnosis and Treatment in Children and Adolescents. Comparative Effectiveness Review No. 203. (Prepared by the Duke University Evidence-based Practice Center under Contract No. 290-2015-00004-I.) AHRQ Publication No. 18-EHC005-EF. Rockville, MD: Agency for Healthcare Research and Quality; January 2018. Posted final reports are located on the Effective Health Care Program search page.
DOI: https://doi.org/10.23970/AHRQEPCCER203.

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<This is the end of the page that started with the disclaimer.>

Preface—[Style: FrontMatterHead, Arial 16 Bold Flush Left]

<Insert appropriate preface here. See Publishing Guidelines.>

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Acknowledgments—[Style:FrontMatterHead, Arial 16 Bold Flush Left]

The authors gratefully acknowledge the following individuals for their contributions to this project: <Acknowledgments>.

Key Informants [see Publishing Guidelines]—[Style: FrontMatterHead, Arial 16 Bold Flush Left]

[Include sample description of Key Informants]

Key Informants Subhead—[Style: FrontMatterSubhead]
<Name>
<Place>
<City>, <ST>

Technical Expert Panel—[Style: FrontMatterHead Arial 16 Bold Flush Left]

[Include sample description of Technical Expert Panel]
<Name>
<Place>
<City>, <ST>

<Name>
<Place>
<City>, <ST>

Peer Reviewers—[Style: FrontMatterHead Arial 16 Bold Flush Left]

[Include sample description of Peer Reviewers]
<Name>
<Place>
<City>, <ST>

<Name>
<Place>
<City>, <ST>

<Title of Report—[ReportTitle, Arial 18 Bold Flush Left]>

Structured Abstract—[FrontMatterHead, Arial 16 Bold Flush Left]

Structured abstract. This is a sentence in the structured abstract. This sentence is in Times New Roman 12 point type style. The lead-in to each section is Times New Roman 12 point bold.

More structured abstract. This is a sentence in the structured abstract. This sentence is in Times New Roman 12 point type style.

Contents—[Style: Contents, Arial 18 Bold Centered]

Evidence Summary—[Style: ChapterHeading, Arial 18 Bold Centered]

Head Level 1—[Style: Level1Heading, Arial 16 Point Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head Level 2—[Style: Level2Heading, Times New Roman 16 Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head Level 3—[Style: Level3Heading, Arial 14 Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

<The executive summary includes its own reference list, in a 10-point, 2-column format as for the main report reference list.>

Title of First Chapter—[Style: ChapterHeading, Arial 18 Point Bold, Centered]

Head Level 1—[Style: Level1Heading, Arial 16 Point Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head Level 2—[Style: Level2Heading, Times New Roman 16 Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head Level 3—[Style: Level3Heading, Arial 14 Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head Level 4—[Style: Level4Heading, Times New Roman 14 Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head Level 5—[Style: Level5Heading, Arial 12 Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head Level 6—[Style: Level6Heading, Times New Roman 12 Bold Flush Left]

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head level 7. This is unindented text following a level 7 head. The head itself is in sentence case and is in Times New Roman bold 12 point. This text that follows it is Times New Roman 12 point.

This is an example of an indented paragraph underneath an unindented paragraph. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

Head level 8. This is unindented text following a level 8 head. The head itself is in sentence case and is in Times New Roman italic not bold 12 point. The text that follows it is Times New Roman 12 point.

This is an example of an indented paragraph underneath an unindented paragraph. It is called ParagraphIndent. It is in Times New Roman 12 point type size.

- Bulleted text example. It is called Bullet1.
  - Bulleted text example of a second-level bullet. It is called Bullet2.
1. Numbered list example. It is called NumberedList.
2. Numbered list example.

Key Question 1. It is called KeyQuestion and is in Arial 14 point regular. Also used for technical briefs, in which these questions are called Guiding Questions.

This is an indented paragraph of standard text. It is called ParagraphIndent. It is in Times New Roman 12 point type size. This is an example of text underneath a KeyQuestion head.

<The following illustrates a possible format for a table. In general, the TableTitle is 10-point bold Arial and the text is 9-point Arial.>

Table 1. Table title goes here [Style: TableTitle]

Column Heading (optional)	Column Heading	Column Heading	Column Heading	Column Heading
Row heading*				
Row heading*				
Row heading*				

Table Note: This is the table note. It is called TableNote.

References [Style: ChapterHeading, Arial 18 Point Bold, Centered]

1.   Doe J. This is placeholder text for a reference. Journal of Placeholder Text Extraordinaire. 2012 Jun;9(3):598-603. doi:0000. PMID: #####. [Style: Reference]

2.   Smith A. Article of extraordinary placeholderyness. American Journal of Placeholder Text. 2012 Jun:12(8):788-812. doi:0000. PMID: #####. [Style: Reference]

Abbreviations and Acronyms [Style: ChapterHeading, Arial 18 Point Bold, Centered] [NEW!]

[A table can be used, with or without visible borders, but for 508 compliance, the table must be created using the Word function and include header rows that are tagged "repeat header row." Also, the "allow row to break across pages" box in Table Properties – Row must be unchecked. For simplicity, insert the information as regular text as described below.]

[Type each line of the list ACRONYM definition then hit return. Then highlight the whole list, tag as AcronymList, and use the tab key to move each definition out to the 1.5-inch mark on the ruler. The style also inserts a 3-point space before each line.]

ACRONYM   Definition
ACRONYM   Definition
ACRONYM   Definition
ACRONYM   Definition
ACRONYM   Definition
ACRONYM   Definition

Appendix A. Title of Appendix A [Style: ChapterHeading, Arial 18 Point Bold, Centered]

This is the start of Appendix A. Each appendix starts on a new page.

Author A. This is an example of an excluded study format. It is in Times New Roman 12 point. It has 6 points of space above and 6 points of space below the entry. The text within each entry will stay together. [Style: Studies1]