**Descriptive Title focusing on your project.**

**Example: Shifts in Soil Mycorrhizal Community Composition and Local Plant Diversity Associated with Invasion of *Alliaria petiolata* and *Vincetoxicum rossicum* under Climate Warming**

Your Name

PhD Candidate, Queen’s University

**Supervisory committee report**

**Meeting Date**: January 9th, 2025

**Time**: 2:00 pm – 3:15 pm

**Location**: Biosciences Complex Rm 3108

**Committee Members**: Ryan Danby and George Colin diCenzo

**Co-supervisors**: Robert Colautti Pedro Antunes

**A screenshot of a computer

Description automatically generated**

Use page breaks to separate main sections:

1. After title page
2. After abstract
3. After main text
4. After references
5. After each figure and table (each should occupy only one page)

* Keep reports short – usually no more than 5 pages of single-spaced main text (excluding title, abstract, references, figures, tables, and appendices). Add as many figures and appendices as needed.
* PhD Proposals and late-term reports (e.g, years 3+) can be longer, with an introduction of 1-3 pages of text and 1-3 pages for each chapter.
* Use double-spaced text when getting feedback. Submit your final text as single-spaced.
* Keep figures at the end of your report.

<Delete this instructions page>

**Abstract**

<This is optional for short reports and should be short if included. Proposals and final reports are more likely to need an abstract.>

**Introduction**

<Start with a paragraph on big picture questions or problem (e.g., tick-borne diseases, biological invasions, climate change) and then add paragraphs that narrow down to your specific thesis goals and motivate your project.>

<Use indents for paragraphs except for the first one after a (sub)heading. This makes it easier for readers to jump around to look for specific things in your writing.>

<The final paragraph should specify your thesis goals. Every goal listed should be motivated by what has been written in previous paragraphs.>

**Experimental Design**

<Give enough detail here that your committee members will understand what you have done and what you plan to do. Try to provide specifics like sample size, key dates, field sites, laboratory protocols, etc. Try to group into subheadings (e.g., experimental design, or field experiment, lab experiment, growth measurements, DNA extraction protocol, bioinformatics pipelines, statistical analyses). Try to think through the details of specific methods you will use and why, especially for bioinformatics pipelines and statistical models.>

**Table 1.** Table captions are usually shorter and go above the table. Use lines and bold text to help separate titles from data and keep tables neat and tidy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Col1 name** | **Col2 name** | **Col3name** | **Col4 name** | **Col5 name** |
| **Row1 name** | X | X | X | X |
| **Row1 name** | X | X | X | X |
| **Row1 name** | X | X | X | X |

**EXAMPLE:**



**EXAMPLE:**



**Figure 1.** Figure captions go *below* figures and are usually longer. They should ‘stand alone’, meaning that the reader shouldn’t have to go searching through the text to understand the figure. Make sure they are ordered in the same order as they appear in the main text. Avoid using embedded legends and instead explain here in the caption the different shapes, colours, sizes, etc. Make sure your visualizations follow the best practices outlined in the R Crash Course (e.g., minimal ‘ink’, clear and legible axis labels). You should save one high-quality version of your figure as a separate pdf, png, tiff, etc. but for your report you can just take a screenshot and paste it here to help reduce the file size of your report.

**Appendix A.** Research Timeline

<Include past dates to show what you’ve accomplished and future dates to show your goals for the future. Try using a Gantt chart. It’s easy to make in Microsoft Excel and then paste a screenshot.>

A graph with colorful squares

Description automatically generated with medium confidence

**References**

< References can be single spaced to save space, with spacing after each paragraph to help separate the references.>

<Use a reference manager to organize your references and save yourself a lot of headaches. I prefer Zotero, which is free and has a plugin for Microsoft Word that automatically generates and formats your reference list according to a journal style that you can select. It also has a web browser plugin that makes it easy to download metadata and pdfs for the articles you want to save. see: Zotero.org>

Anthony, M. A., Stinson, K. A., Moore, J. A., & Frey, S. D. (2020). Plant invasion impacts on fungal community structure and function depend on soil warming and nitrogen enrichment. *Oecologia*, *194*(4), 659-672. https://doi.org/10.1007/s00442-020-04797-4

Bever, J. D., Westover, K. M., & Antonovics, J. (1997). Incorporating the soil community into plant population dynamics: the utility of the feedback approach. *Journal of Ecology*, 561-573. https://doi.org/10.2307/2960528

Bongard, C. L., & Fulthorpe, R. R. (2013). Invasion by Two Plant Species Affects Fungal Root Colonizers. *Ecological Restoration*, *31*(3), 253–263. https://doi.org/10.3368/er.31.3.253.

Callaway, R. M., Cipollini, D., Barto, K., Thelen, G. C., Hallett, S. G., Prati, D., ... & Klironomos, J. (2008). Novel weapons: invasive plant suppresses fungal mutualists in America but not in its native Europe. *Ecology*, *89*(4), 1043-1055. https://doi.org/10.1890/07-0370.1

<Be sure to only include references that are cited in your report. You aren’t showing us everything you have read, you are using references to support what you have written. Using a reference manager like Zotero will do this for you. You just have to remember to update/re-generate your reference list whenever you change references in your main text.>

<Zotero often makes formatting mistakes (e.g., not using sentence case for journal article titles, not using italics for species names, or using all-caps). Be sure to double-check all references as a final proofreading step before you send the report to your committee.>