**ABOUT THIS TEMPLATE:**

This template has [**notes]** and instructions. Please deleted them when no longer needed.

Use the embedded styles and the colour palette.

Use footnotes and appendices for additional information.

Use APA citation format in the references section unless you strongly prefer a different format.

Use superscripts to cite sources, do not use in-text citations.

**[Front Cover Page design TBD]**

**[Title of Your Report]**

Interim Technical Report

Table of Contents

[Preamble 1](#_Toc156481630)

[Executive Summary 2](#_Toc156481631)

[Introduction 3](#_Toc156481632)

[Research objective(s) & questions 3](#_Toc156481633)

[About this report 3](#_Toc156481634)

[Methodology 4](#_Toc156481635)

[Sample 4](#_Toc156481636)

[Research method 4](#_Toc156481637)

[Analytic approach 4](#_Toc156481638)

[Findings 5](#_Toc156481639)

[Research question 1 5](#_Toc156481640)

[Research question 2 5](#_Toc156481641)

[Next Steps 6](#_Toc156481642)

[Phase two analysis 6](#_Toc156481643)

[Involving communities 6](#_Toc156481644)

[Involving Indigenous People 6](#_Toc156481645)

[Key Terms 7](#_Toc156481646)

[References 8](#_Toc156481647)

[Appendices 9](#_Toc156481648)

[Appendix 1: Analytic approach to Q14 and Q32 of the BC Demographic Survey 9](#_Toc156481649)

[Appendix 2: Tables and figures 10](#_Toc156481650)

[Appendix X: [Add as many as you need] 11](#_Toc156481651)

# Preamble

[no more than one page]

Content warning

[This is generic text, no need to make changes, feel free to include suggestions with tracked changes]

This report covers topics related to systemic racism, colonialism and oppression of racial groups and Indigenous people and may trigger unpleasant memories, feelings and thoughts.

BC Mental Health & Crisis ResponseLineis available for emotional support, information and resources specific to mental health at 310-6789 (no area code needed).This service works 24 hours a day, seven days a week and is available in 140 languages.

The KUU-US Crisis Line provides First Nations and Indigenous specific mental health support at 1-800-588-8717. This service is available 24 hours a day, seven days a week, toll-free from anywhere in British Columbia.

Acknowledgments

[This is generic text, no need to make changes, feel free to include suggestions with tracked changes]

BC Government works throughout the province of British Columbia and would like to acknowledge with gratitude and respect the distinct traditional territories of the First Nations peoples. We also recognize Métis people and Métis Chartered Communities, as well as the Inuit and urban Indigenous peoples living across the province on various traditional territories.

Team positionality statement

[Please include a collective team positionality statement. Tatiana will share resources on how to write these separately]

Note on use

[Please describe intended uses of the findings and ways in which findings should not be used]

# Executive Summary

[no more than two pages; delete the instructions below before filling this section in]

This is most important part of your report. Everyone will see the Executive Summary, but only a few will spend any time reading the body of the report.

The Executive Summary will be read by people who are just scanning it quickly to get an overview of the report’s results, so keep the following in mind:

**What would an executive want to know about this report?** Which results are the most compelling or applicable to the report objectives?

**Make it scannable.** The fewer words, the better. Use headings, subheadings, and graphics. If you need to write something, use two or three sentence (max) paragraphs or bullet-points so that the content is easy to absorb at a glance.

**Graphics.** Feel free to us graphics (charts, graphs, etc.) to represent any high-level findings. This can be in addition to the text, or on their own. All graphics must use the colour scheme embedded in this template; if you require more colour variety, reach out to Tatiana. If you are embedding static images, make sure they are vector graphics and can be adjusted in size without loss of quality.

**Plain language is key.** No matter how sophisticated your reader might be, it’s always easier to understand plain, straightforward language. Consider that your reader’s first language might not be English. Strive for grade level 10 or lower, the rest of the report can be written at a higher reading level. Go to “Review” -> “Editor” -> “Insights” -> “Document stats” to see readability stats for your report.

**Formatting.** Use styles and colour themes embedded in this template.

# Introduction

[try to keep it to one-two pages; delete the instructions below before filling this section in]

[Tatiana will provide generic introductory text on anti-racism research and priorities that can be leveraged in the introduction]

This should be a very short summary. This should be in plain language, using bullet points and/or very short paragraphs.

This section can include:

* The why, with a focus on the knowledge gap and mandate alignment
* Background on anti-racism research in BC and priorities, who did this project, why it was initiated, what issue or gap in knowledge is it addressing, when did the work begin, description of the phased approach, process commitments.

Research objective(s) & questions

* What are we trying to achieve?
* What is the knowledge gap?
* Why are we asking these questions for the specific groups in scope and how will the answers benefit the groups in scope (briefly tie in key findings from literature)

About this report

* A short summary of what is in this report and what it reflects to date.[[1]](#footnote-2)

# Methodology

[delete the instructions below before filling this section in]

* Focus content on the research question being answered in phase 1
* Present in the order of research questions listed in the introduction section

Sample

* Describe the group/groups you are studying and the time frame.
* Discuss representativeness of the sample, its limitations.

Research method

* Describe the datasets and when and how the data was gathered/obtained.
* If you need to include a significant amount of information about the surveys used, use appendices.[[2]](#footnote-3) For the Demographic Survey, feel free to refer readers to the BC Demographic Survey Technical report that will be released at the same time as your technical report.

Analytic approach

* Talk about the descriptives and statistical tests used and thresholds for determining inequities or disparities.
* Be clear on the why and how when it comes to analytic decisions, including disaggregation/aggregation and thresholds.
* Add extra details in appendices if there are challenges keeping this section to two pages.

# Findings

[delete the instructions below before filling this section in]

* Report on findings for phase one.
* Describe in the order of research questions described in the intro section.
* Interpret the findings (what are the potential explanations behind the numbers reported) and discuss limitations.
* Refer to the **Framework and Guidance for Review of Research Publications** to check your content for transparency, terminology and language and risk of harms.
* Include tables and figures using the embedded **2024 ROS – Basic Table** styles and colour theme.
* If you are embedding static images of data vizualizations, make sure they are vector graphics and can be adjusted in size without loss of quality.
* Use footnotes and appendices for additional information.
* Use superscripts to cite sources, do not use in-text citations.
* Please do not use any photos or decorative images.

Research question 1

Table 1. A Basic Table

|  |  |  |
| --- | --- | --- |
| TABLE HEADING | SOME IMPORTANT NUMBERS | OTHER IMPORTANT NUMBERS |
| Column 1 text | 30% | 56% |
| Column 1 text | 9% | 16% |
| Column 1 text | 1% | 3% |
| Total | 8% | 10% |

A note or source

Research question 2

Next Steps

[try to keep it to two pages max; delete the instructions below before filling this section in]

How the findings will be shared with communities and their involvement with moving forward.

Phase two analysis

What is the team doing in the next three months, six months and year to find evidence on where systemic change is needed; what new gaps need to be explored and further investigated.

Involving communities

How are we involving communities in meaning making and new analysis (including tactics throughout the year) and how to close the gap on inequities?

Involving Indigenous People

What are we doing alongside IGEs?

# Key Terms

[Technical terms specific to field to be defined by research team]

[Other terms to be added by Tatiana once the draft is complete]

**Term 1:** definition.

**Term 2:** definition.

# References

[List your references in your APA format, unless you strongly prefer a different style]

# Appendices

Appendix 1: Analytic approach to Q14 and Q32 of the BC Demographic Survey

[Approach to Q32 and Q14 to be written and added by BC Stats]

Appendix 2: Tables and figures

[Tables & figures to be done by research teams]

Select table design “**2024 ROS – Basic Table**”

Table 1. A Basic Table

|  |  |  |
| --- | --- | --- |
| TABLE HEADING | SOME IMPORTANT NUMBERS | OTHER IMPORTANT NUMBERS |
| Column 1 text | 30% | 56% |
| Column 1 text | 9% | 16% |
| Column 1 text | 5% | 9% |
| Column 1 text | 1% | 3% |
| Column 1 text | 1% | 3% |
| Column 1 text | 8% | 10% |

A note or source

Table 2. Table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item Number | Percent | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column Heading 6 |
| Column 1 text | 100% |  |  |  |  |  |  |
| Column 1 text | 90% |  |  |  |  |  |  |
| Column 1 text | 85% |  |  |  |  |  |  |
| Total | 92% |  |  |  |  |  |  |

Appendix X: [Add as many as you need]

1. This is a footnote. [↑](#footnote-ref-2)
2. It is BC Sans 8 [↑](#footnote-ref-3)