DX.X DELIVERABLE TITLE

SUB-TITLE HERE IF NEEDED/APPROPRIATE

Revision: v.1.0

Work package	WP Number
Task	Task Number
Due date	dd/mm/yyyy
Submission date	dd/mm/yyyy
Deliverable lead	Name partner
Version	0.X
Authors	Name Surname (Partner Y)
Reviewers	Name Surname (Partner Y)

Abstract	One paragraph
Keywords	

Document Revision History

Version	Date	Description of change	List of contributor(s)
V1.0			

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Nature of the deliverable:	**to specify R, DEM, DEC, OTHER***	
Dissemination Level		
PU	Public, fully open, e.g., web	✔
CL	Classified, information as referred to in Commission Decision 2001/844/EC	
CO	Confidential to SPATIAL project and Commission Services	

* R: Document, report (excluding the periodic and final reports)

DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc.

OTHER: Software, technical diagram, etc

EXECUTIVE SUMMARY

About the EXECUTIVE SUMMARY:

Summaries are useful for people who have neither the time nor the inclination to read a lengthy document but who want to scan the primary points quickly and then decide whether they need to read the entire version.

A summary should be short enough to be economical and long enough to be clear and comprehensive. Don't sacrifice meaning for brevity. A short, confusing summary will take more of a busy executive's time than a somewhat longer but clear one.

It should stand alone (hence do not refer to section numbers or WPs).

- It focuses on results (findings, conclusions, and recommendations).
- It typically provides some motivation for why the problem is interesting.
- It typically mentions the research methodology.
- It does NOT need to provide a section-by-section summary.

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LIST OF FIGURES

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ABBREVIATIONS

IP   Internet Protocol

TCP   Transmission Control Protocol

....

1 SECTION: ABOUT TEXT AND TITLES

1.1 GUIDANCE

Deliverables should not refer to project-internal matters such as WPs.

1.2 SUBSECTION

Body text

- First level bullet list
  - Second level bullet list
    - Third level bullet list…

1. First level numbered list
   a. Second level numbered list
      i. Third level numbered list…

1.3 SECOND SUBSECTION

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1.3.1 SUB-SUBSECTION

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1.3.1.1 Sub-sub-subsection

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Bbb....

2 SECTION: ABOUT TEXT AND TITLES

2.1 ABOUT FIGURES

About figures please remember to:

- Center them
- Put Figure caption (easier to then cross-reference to them):
- Caption font size should be *8 pt italic* and UPPERCASE
- Caption should be centered as well

If the picture is taken from some other sources this should be stated

FIGURE 1: TITLE (SOURCE: PIXABAY[1])

2.2 ABOUT TABLES

About tables remember to:

- Center them
- Put a Table caption (easier to then cross-reference to them):
- Caption font size should be 8 pt italic and uppercase
- Caption should be centered as well

If the Table is taken from some other sources this should be stated

Hereby a table example:

---

[1] https://pixabay.com/

TABLE 1 : CAPTION FOR THE TABLE

Column1	Column 2	Column 3
Content cell	Content cell	Content cell
Content cell	Content cell	Content cell

2.3 AGENDA TABLES

Hereby an agenda table example:

TABLE 2 : CAPTION FOR THE AGENDA TABLE

Start time	Planned duration	Item description	Presenter
XXTH XXXXXXXX XXXX			
XX:XX	xx min	Xxxxxxx xxxx xxxxx xxxxx xxxx xxxxxxx	Xxxxx Xxxxx
XX:XX	xx min	Xxxxxxx xxxx xxxxx xxxxx xxxx xxxxxxx Xxxxxxx xxxx xxxxx xxxxx xxxx	Xxxxx Xxxxx
XX:XX	xx min	COFFEE BREAK / LUNCH	
XX:XX	xx min	Xxxxxxx xxxx xxxxx xxxxx xxxx xxxxxxx	Xxxxx Xxxxx
XX:XX	xx min	Xxxxxxx xxxx xxxxx xxxxx xxxx xxxxxxx Xxxxxxx xxxx xxxxx xxxxx xxxx	Xxxxx Xxxxx
XX:XX	END OF MEETING		

3   ABOUT REFERENCES

For what concerns the references, please, insert them as numbered "cross-reference" as indicated hereby [1] and listed in the dedicated "References", see REFERENCES.

Please insert them as endnotes (apply '1, 2, 3, …' number format). For example, reference to [] and reference to []. If you want to refer again to a reference that was already inserted earlier in the text, you can use the 'Insert Cross-reference' function and select 'Endnote'. Then select the right reference and click 'Insert'. For example, here we refer again to the first reference [1].

The use of endnotes allows you to insert references at any place at any time. Reordering happens automatically (which is not the case when using numbered items and is hence a big disadvantage of numbered items). The main disadvantage of using endnotes is that they do not support brackets automatically. Another disadvantage is that endnotes always appear at the very end of the document. If appendices are added at the end of the document, they will be inserted before the references. Fortunately, appendices are rarely used in deliverables.

In order to **obtain references between square brackets**, you should follow the steps below:

1. Square brackets need to be typed manually for each reference that is inserted. The easiest way to do so, is to first type the brackets and then insert the endnote in between the brackets.
2. When the deliverable is in a final shape (meaning that no more references need to be added), the square brackets need to be added manually at the end of the document in the 'References' section.
3. Please also insert a tab between the closing bracket and the reference text in order to obtain a clean alignment of the references. This is not really user-friendly, but unfortunately, there is no better alternative.
4. Be careful to insert references when the document is in 'track changes' mode. Track changes may screw up numbering when cutting & pasting text including references.
5. Do NOT use 'numbered lists' for adding references. This approach will show references in the text in a non-ordered way.

Notice that cross references among sections and references to pictures and tables should be inserted as cross-references to numbered items so that when shifting around things in the document, the links will be automatically updated when saving it.

Sometimes for URLs, you may want to use the footnote option[2] rather than the reference option as explained above.

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[2] http://www.interneturl.com

4 CONCLUSIONS

Guidance: this section should conclude the work done and outline the next steps.

REFERENCES

[1] Authors, Title, Date...

[2] Authors, Title2, Date....

[3] URL...

[4] ...

APPENDIX A

Anything that is related but not core to the deliverable can go into the appendix.