



California Pistachio Research Board

Executive Summary Instructions

The California Pistachio Research Board will be publishing a collection of executive summaries of the current research projects each year. This collection will be printed and bound for distribution at various pistachio events.

A template for executive summary reports has been set up for report uniformity and printing/binding specifications. Use this template for the executive summary so that the report will be ready to print.

Reports have a two-page limit. Fonts and font sizes have been set up to allow for approximately 1200 words.

Research Project Title is Times New Roman 14 point bold (do not use all caps)

The **Introduction**, **Results and Discussion**, and **Conclusion** sections are Times New Roman 11 point. Underline and bold section headings (no all caps).

The template has a one-inch margin all around to allow room for printing and binding. Do not exceed two pages for the executive summary.

Do not add page numbers. A table of contents and pagination will be added when all executive summaries have been collected.

For your information, the template is set up as follows (do not change margins, gutters, etc.):

1. 1-inch margins (top, bottom, left, right)
2. No page numbers
3. Heading – Times New Roman, bold, 14 point
4. Body – Times New Roman, 11 point (section headings in bold and underlined)

Executive Summary Deadline: December 17th

Email the Executive Summary in **Word** format (no PDFs) to:

bobk@acpistachios.org **and** admin@acpistachios.org