



## 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 grower 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 Calibri 14 point bold** (do not use all caps)

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

The template is set up for two-sided printing and binding. When your summary reaches page 2, the margins will be a mirror image of the first page.

Do not add page numbers. A table of contents and pagination will be added when all executive summaries have been submitted on **December 1, 2025**.

Please note, the template is set up as follows (do not change margins, gutters, etc.):

1. 1-inch margins (top, bottom, left, right)
2. Gutter = .5 inches on left
3. The pages section of the margin tab, has "mirror margins" selected
4. No page numbers
5. Heading – Calibri, bold, 14 point
6. Body – Calibri, 11 point (section headings in bold and underlined)

**Executive Summary Deadline: December 1, 2025**

Email your Executive Summary for each project in **Word** format (no PDFs) to:

[admin@acpistachios.org](mailto:admin@acpistachios.org) **and** [stephenv@acpistachios.org](mailto:stephenv@acpistachios.org)