You should provide a standalone summary of your research report if it is going to be published in the [DWP research report collection](https://www.gov.uk/government/collections/research-reports). You do not need to provide a standalone summary if it is an ad hoc research report.

This template provides a suggested formatting option. The heading examples and order in this template are flexible; section length will vary depending on the style and results of the research, and you may need to add more sections (for example ‘Policy recommendations’).

Other formats (such as using the main report summary or executive summary) are also acceptable, providing Lead Analyst approval.

Regardless of format, the summary should:

* be no more than 3,000 words (but may be significantly less, e.g. 2,000 or less)
* comply with the [style and content guidance](https://www.gov.uk/government/publications/dwp-research-reports-style-guide/dwp-research-reports-guidance#style-and-content)
* use language which reflects language used in the main report
* not include images, charts or graphs

[Title]

[Authors]

# [Heading example: Overview]

Approximately 300 words.

Include a description of the project or policy. This section should reflect the executive summary and introduction in the main report.

# [Heading example: Research context]

Approximately 300 words.

Include a description of:

* research context
* previous reports or findings
* reasons for the report

# [Heading example: Main findings]

Approximately 300 words.

Include top level findings in bullet points.

The top level findings should reflect the mains findings in the executive summary in the main report, simplified as required.

# [Heading example: Methodology]

Approximately 300 words.

Include a description of the methodology for the report and reasons for research question choice. These should reflect the methodology and research questions sections of the main report.

# [Heading example: Findings explained]

Approximately 800 words.

Include a detailed description of the findings, with sub-headings.

## [Subheading example: Finding 1]