Proposed Structure, Format and Style Guide for 3ie Final Reports

Overview

3ie’s vision is to improve lives through impact evaluation. To realize this vision, 3ie reports need to present credible evidence in a form accessible to policy makers. 3ie reports should present a strong narrative structured around the report’s main findings, with supporting technical material in the annexes. This structure is most likely different from academic papers prepared for publication from the study, and need to be prepared as a separate product.

This guidance note suggests a format for 3ie reports. It also lays out some requirements for acknowledging 3ie financial support, and gives the house style for 3ie reports. You are requested to follow this style guide.

Report structure and format

I. Cover Page (Page 1)

1. Title of paper
2. Authors of paper with a star (*) next to the name of the corresponding author.
3. Date of report
4. 3ie Logo on front with acknowledgement of 3ie contribution and funding. The suggested wording is: “Research discussed in this publication has been funded by the International Initiative for Impact Evaluation, Inc. (3ie) through the Global Development Network (GDN). The views expressed in this article are not necessarily those of 3ie or its members.”
5. Acknowledgement and logos of other funders of the study
6. Other acknowledgements (referees, implementing agency etc.)
II. Table of Contents (Page 2)

III. Abstract (up to 800 words)  
Suggested structure:

a. ‘Headline’ summary  
b. Main results  
c. Policy recommendations  
d. Objective of study  
e. Design  
f. Data

IV. Main report  
See below

V. Annexes  
See below

Proposed structure and contents of report

1. Introduction:
   - Why is the topic important? Importance is usually established by some description of the global scale of the problem being addressed by the intervention, though data may be regional or national if problem is more localized.
   - What gap in knowledge is the study filling?  
     ▪ Evaluation questions  
     ▪ Brief description of the study design  
     ▪ Overview of the report

2. Context
   - Background of intervention/program and political/administrative/institutional context.
   - Brief discussion of relevant literature.

3. Description of Intervention and Theory of Change:
   - Description of intervention being evaluated including intended beneficiaries.
   - Description of the theory of change which should include the critical assumptions to be examined as part of the evaluation.
• A list and description of the primary and secondary outcome and output indicators (this list can be built into the discussion of the theory of change, but can summarized in a table).

4. Program implementation

Description of implementation e.g. timeline and rollout. How did the implemented program differ from the planned program? Includes adoption, targeting, fidelity to protocols etc. What were the challenges faced in implementing the programme? Draw on factual quantitative and qualitative data.

5. Impact results

Results should be presented in a policy friendly way, using graphics etc. Include both average treatment effects and local area treatment effects, with discussion of impact heterogeneity and diversity across disadvantaged groups etc as appropriate. Cost data should be included for cost effectiveness analysis or CBA. Reflections on internal and external validity.

6. Policy Recommendations

Evidence-based, actionable policy recommendations.

Required Annexes:

A. Sample design
B. Survey instrument(s) (a sample may be attached, or restricted to novel modules, with a link to the complete instruments)
C. Power calculations: Discussion of expected effect size; power; statistical significance; intra-cluster correlation; expected attrition rates; any other relevant variables affecting sample size; a discussion of assumed values and a justification.
D. Descriptive statistics, univariate and bivariate tabulations of main variables of interest.
E. Analytical tables and results tables including econometric model specification and tables showing balancing tests and results with standard errors/significance levels.
F. Study design and Methods:
   • A brief description of the methods used (experimental/quasi-experimental/other) and econometric methods (if relevant)
- Description of methods adopted for identification, spillover effects, Henry and Hawthorne effects, confounding effects etc.
- Model specification (if relevant)

3ie Style Sheet for Authors

1. Title and Main Headings of Paper (Verdana or Times New Roman, 14 pt. font)

2. Main text
   a. Verdana or Times New Roman 12 pt. font for text.
   b. Single spaced sentences.
   c. At least 6 pt. space between paragraphs
   d. 1” margin on left and right; bottom and top.
   e. ‘Keep paragraph with next’ to prevent hanging sentences across pages.

3. Table formatting
   a. Ensure no split tables.
   b. Please provide a title for all tables along with year(s) to which data apply, where appropriate.
   c. In a table note give the source of the data.

4. Figures used
   a. Provide a title and source for figures and if relevant, a time period.
   b. Ensure that table can be interpreted if printed in grayscale not color.

5. Inserting page numbers helps to keep track of content and comments.

6. Language
   a. 3ie uses UK English, but will also publish documents in US English
   b. Please ‘spellcheck’ final document