

***** Revised format for reporting Agricultural and Natural **
Resources Demonstrations/Applied Research Projects***



**Title of Agricultural Demonstration/Applied Research Project
Cooperator(s) (Year)
Author(s)
County**

Summary:

Objective:

Materials and Methods:

Results and Discussion:

Acknowledgments:

Disclaimer Clause:

Title: The demonstration title should be descriptive enough to identify the exact nature of the work. It would include words which would be used as key words for retrieval. For example, a title such as “Corn Insect Control Demonstration” is not adequate. A more descriptive title would be “Evaluation of Soil-Applied and Seed Treatment Insecticides on Corn for control of Southern Corn Rootworms.”

Cooperator(s) and Year: List cooperator(s) involved in the agricultural demonstration/applied research and put year the project was done beside the cooperator(s) name.

Author(s): All agents, specialists and any other professionals which were involved in conducting the agricultural demonstration/applied research should be listed here. The first name listed should be the primary author of the project. List author(s) title following author(s) name(s). Example:

Matthew Smith, Mark Hightower and John Jennings
Extension Agent-IPM, County Extension Agent-Agriculture and
Extension Entomologist, respectively

County: List county in which project was conducted. If top of report is too congested due to multiple authors, list cooperator, county and year all on the same line.

Summary: A summary should include a brief statement on objectives and conclusion(s) drawn from the demonstration.

Objective: The objective needs to state exactly what the demonstration/applied research project is designed to achieve.

Materials and Methods: All details as to materials, equipment, techniques, dates, environmental conditions, and types of design should be stated in this section where appropriate. Information should be short and concise. Where practical, avoid use of plot design illustrations.

Results and Discussion: Results should contain a summary of all data collected. The data needs to be presented in an easy-to-read manner. Data should be presented clearly and concisely in a logical order. Use tables, graphs and diagrams as needed to provide a clear understanding of the results. Show how results relate to the stated objective including relevant statistical analysis. If an economic analysis is practical, it should be provided. Show the cost of the treatments, increase or decrease in yields and the net return due to the treatment.

Implications of your findings may be included with the economic analysis. If an economic analysis is not possible, state the general implication of your findings. Conclusions that you have drawn from the findings should be carefully worded so there is no misunderstanding on the part of the reader. Where practical, indicate the countywide importance of your findings.

Acknowledgments: List the major companies or individuals who provided materials, support or help with the demonstration. Each individual or company should receive a copy of the demonstration handbook or at least the demonstration report.

Disclaimer Clause: This can be used in front of handbook, but if individual (stand-alone) reports are distributed, then each report will need this clause included. The recommended wording of the disclaimer clause is shown below:

Trade names of commercial products used in this report are included only for better understanding and clarity. Reference to commercial products or trade names is made with the understanding that no discrimination is intended and no endorsement by the Texas A&M University System is implied. Readers should realize that results from one experiment do not represent conclusive evidence that the same response would occur where conditions vary.

**** Revised Agricultural and Natural Resources ****
Demonstration and Applied Research Projects Handbook Format

Handbook Format/Order: Front cover, foreword, table of contents, program area committee members, acknowledgments, weather information, county maps, agricultural and natural resources demonstration and applied research project reports, appendix, and back cover.

Foreword: Should be a letter from the county staff introducing and giving the purpose of the handbook. It should be brief and to the point. It should be signed by all agents that contributed to the handbook.

Table of Contents: List of all sections of handbook and agricultural and natural resources demonstration and applied research project reports in handbook and reference page numbers.

Program Area Committee Members: List current Leadership Advisory Board (LAB) program area committee members who provided input and direction to the agricultural and natural resources demonstration and applied research project(s).

Acknowledgments: Recognize all program participants, Extension specialists, District Extension Administrators, and any research personnel (Research, Extension, or USDA) that assisted in planning, coordinating, implementing and/or served in support roles.

Weather Information: Give county historical weather data as well as current year's monthly rainfall and high and low temperature information (if available).

County Maps: Show a map of the county and mark the approximate location of each agricultural and natural resources demonstration and applied research project(s) that is included in the handbook.

Agricultural and Natural Resources Demonstrations and Applied Research Project: Agricultural and natural resources demonstration and applied research project handbook format should be used to maintain consistency throughout all county handbooks. Reports should be self-explanatory and charts, figures, and graphs should be reader friendly.

Appendices: Examples include agricultural production statistics, commodity budgets, program evaluations, outside reports from other areas that might be relevant, surveys, etc.