

Brief, Informative Title:

Avoid Unnecessary Abbreviations and Formulae

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Please note: A research communication does not require abstracts or keywords. Research communications will be published in an insert for *Ash at Work* and on the *CCGP* website. Space limitations apply; a published communication is expected to fill no more than two (2) *Ash at Work* pages. You may use in-text citations as needed. However, include a footnote (not an endnote) that includes each citation's reference.¹ You may include graphs, tables, images, or other supplements, but keep in mind that supplements reduce the amount of text you may include.

1. Introduction

Section headings are numbered. Do not number individual paragraphs. Keep your introduction short (1-2 paragraphs).

2. Heading determined by author

This section may extend, briefly, the discussion in your introduction, present a literature review, or describe the purpose, background and setting for the research.

3. Methods

In one or two paragraphs, describe the methods of the research or experiment.

4. Discussion

Discuss your findings. You may wish to use subsections. The number of subsections, as well as the length of each, is left to the discretion of the author(s).

¹ Follow the examples as found on the *CCGP* site's Procedure for Presenting References.

4.1 Discussion subsection, heading determined by author.

Present your content in paragraph form.

4.2 Discussion subsection, heading determined by author.

Present your content in paragraph form.

5. Summary

Briefly summarize your findings. Use the Summary section to conclude your paper.

Acknowledgements

Provide acknowledgements in a clearly identified section at the end of the paper (no section number necessary).

References

Please include References list, even though references are footnoted throughout your research communication. The Reference list will be used for the journal's website.

- Do not number references.
- List references in alphabetical order by author's last name.
- If you reference more than one work by an author (or group of authors), list those references in chronological order.
- If you reference more than one work by an author (or group of authors) published in the same year, distinguish between the references by adding a lower-case letter following the publication year.