



Report writing guidelines for GIZ central project evaluations

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1 Introduction

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH publishes the results of all its central project evaluations (CPEs) and – with the consent of the German Federal Ministry for Economic Cooperation and Development (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung – BMZ) – evaluations of programmes and projects implemented on the latter's behalf.

Committed to ensuring transparency, GIZ produces a full and a summary report for each evaluation. The majority of the reports are published in English. Otherwise reports will be published in French, Spanish or German. Short versions are always provided in German in addition to the chosen report language. GIZ prides itself on maintaining high quality standards, which also apply to the publication of evaluation results. The following guidelines are therefore mandatory for all GIZ evaluation reports and complement the Annotated Structure for Inception Reports and Evaluation Reports, which set out the requirements relating to the reports' structure and the quality of their content and methodology.

GIZ has no desire to overregulate the evaluation report writing process. This is not a comprehensive style guide but an overview of the main stylistic rules to be followed. They do not determine 'good' or 'bad' usage, but aim to establish a high level of consistency.

*The quality of an evaluation report is determined not only by its content
but also by its style, accuracy and clarity.*

1.1 Target audience

GIZ's central evaluation reports are designed for a broad audience made up of GIZ's clients, experts in the fields of international cooperation and evaluation and the general public. The main target audience includes GIZ staff, German government institutions such as BMZ, the Federal Foreign Office and the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, other donors and governmental and non-governmental partners.

These readers have a broad range of knowledge levels, expectations and information needs, which GIZ's evaluation reports must consider in their use of language, presentation, content and style. Most of these readers require clear and concise information which they can access quickly without having to spend time interpreting the results for themselves.

1.2 Sources and reference documents

These guidelines are based on the following three style guides:

- GIZ Language Services (2012): *Writing English for GIZ – Linguistic Conventions and Other Points to Watch* (not for general distribution), second edition, last updated: September 2015.
- OECD (2015): *The OECD Style Guide*, third edition.
This well-structured 118-page document provides many examples of dos and don'ts and is a useful reference work that every writer should consult.
<http://www.oecd.org/about/publishing/OECD-Style-Guide-Third-Edition.pdf>

- European Commission (2016): *English Style Guide. A Handbook for Authors and Translators in the European Commission*, eighth edition, last updated: May 2018.
https://ec.europa.eu/info/sites/info/files/styleguide_english_dgt_en.pdf

These style guides should be consulted, in the order shown above, on any issues not covered in this document. Please note that the 'Report Writing Guidelines for GIZ Central Project Evaluations' are fully compatible with 'Writing English for GIZ'. In some instances, they diverge from the EU's style guide (differences are listed in Annex 6 of 'Writing English for GIZ') and the OECD style guide.

The formatting guidelines in Chapter 5 refer to international reporting standards and GIZ's corporate design specifications (www.giz.de/cdc/de/html/index.html), which are mandatory for all GIZ publications.

Apart from the spelling rules laid down in this document and in Writing English for GIZ, spelling in GIZ's central evaluation reports follows the Oxford Dictionaries (<https://en.oxforddictionaries.com>).

2 Style

Evaluations are usually complex in terms of subject and methodology, and this is reflected in the language style chosen for the evaluation reports. However, authors should still try to produce clear and accessible texts, enabling readers to easily understand the information provided. Precise wording can reduce the volume of an evaluation report and encourage the target group to read on. The longer a report, the less likely it is that users will read to the end.

Convey your message with the level of complexity that is necessary and as simply as possible. Readers should not have to work too hard to understand its meaning.

2.1 Content structure: guiding the reader

Most readers do not read an evaluation report from start to finish, so it is important to make it easy for them to browse the document. Keeping the reader's attention is one of the greatest challenges for a writer.

- + Start a paragraph with a message that attracts the reader's attention.
- + Insert subheadings.
- + Use boxes, charts and tables to illustrate your message and provide more variety.
- Avoid long paragraphs.

2.2 Clear sentence structure: for better understanding

Long sentences of more than 20 words are hard to understand, particularly when the subject matter is complex. The average sentence should therefore contain no more than 15 to 20 words. A mix of shorter and longer sentences makes a text more vivid.

- + Keep grammatical structures simple.
- + Ideally, put the finite verb close to the start of a sentence.
- Avoid wordy sentences.
- Do not use long strings of nouns, which can impede readability.

Active voice

In general, the active voice is preferable to the passive. This is particularly important when reporting the evaluation's recommendations. Here, it is crucial to say who should do what.

Example

- | | |
|---|--|
| + The district's local health centres must implement vaccination campaigns. | - Vaccination campaigns <u>have to be</u> implemented. |
|---|--|

However, there are also instances where the passive voice is unavoidable. This is the case when the actors are not known, should not be mentioned or are not important.

2.3 Concise phrasing: creating powerful messages

Because the content of GIZ's evaluation reports is usually highly specialised and addresses a professional rather than a general readership, it is appropriate to use technical terminology and a more complex vocabulary. However, it is important to find the right balance between linguistic complexity and reader-friendliness.

- + As far as possible, use common English phrasing and keep specialist terminology to a minimum.
- + Use words and expressions that can be easily understood. Remember that many readers are not English native speakers.
- Eliminate redundancy.
- Reduce the use of empty phrases such as 'among other things', 'inter alia', 'as early as/already', 'pertinent', 'responsible', 'especially/in particular', 'respective' and 'relevant'.

Examples

- | | |
|---|---|
| + Rising sea levels make communities build dams. | - <u>The fact that</u> sea levels rise makes communities build dams. |
| + The changing rain pattern reduces yields. | - <u>Another factor contributing to</u> reduced yields is the changing rain pattern. |
| + to establish | - <u>in order</u> to establish |
| + The programme established a discussion forum and provided training. | - The programme's activities <u>also included among other things</u> the establishment of a discussion forum <u>and the provision of training opportunities</u> . |

+ Delegates believe that the report is too general and fails to discuss the important issue of programme reform. They also agree that it does not present any new data for OECD countries. (OECD Style Guide, p. x)	- It is the widespread opinion of delegates that the report is of a rather general nature and does not succeed in addressing the issue, which is currently of such significance, of reforming the programme. Furthermore, there is complete agreement among delegates on the fact that no new data on unemployment across countries are presented in the report.
+ The survey shows that women are underrepresented in community committees.	- According to the survey's results, women seem to be underrepresented in community committees.
+ Kenya, Tanzania <u>and</u> Uganda have large natural gas deposits.	- Kenya, Tanzania <u>as well as</u> Uganda have large natural gas deposits.

3 Rules and conventions

Standards are never an end in themselves. They form the basis of common understanding. Consistency helps to convey a clear message.

3.1 GIZ-related conventions

The company name is not translated into other languages. 'The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH' must be used in English texts.

The German abbreviation 'GmbH' is part of the full name and comes after 'GIZ'. The full name should appear prominently at least once at the beginning of every publication and in the list of abbreviations and acronyms. The short form 'GIZ' without GmbH can then be used throughout the text.

GIZ's organisation chart is available in German and English on its [website](#). It includes the official translations of organisational units from the Management Board (Vorstand) to division (Abteilung) level.

- + When writing out the company name in full, introduce it with a definite article: the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The abbreviation 'GIZ' is written without an article.
- + Do not forget 'Deutsche' in GIZ's full name.
- + The acronym 'GIZ' is always abbreviated in upper case in running text, although it is written in lower case in the company's logo.
- Never write the company's name in italics or inverted commas.
- Avoid outdated terms; see examples below.

Examples	
Terms to be used	Outdated terms
+ provider of advisory services and projects	– implementing organisation (GIZ provides services not only to BMZ but also to various other German and international clients)
+ international cooperation (refers to the entire range of services GIZ offers its clients)	– development cooperation (wrong if referring to the full range of GIZ services; it covers only GIZ's services in developing and emerging countries)

3.2 Spelling

GIZ uses **British spelling**. However, in proper nouns, such as the names of organisations, the official spelling is retained.

Examples	
+ colour, favourite, neighbour	– color, favorite, neighbor
+ defence, offence	– defense, offense
+ theatre, kilometre, centre	– theater, kilometer, center
+ catalogue, dialogue	– catalog, dialog
+ cancelled, travelling, counsellor, councillor	– canceled, traveling, counselor, councilor
+ organisation, realise	– organization, realize
+ UCLA Labor Center, U.S. Department of Defense, U.S. Center for Citizen Diplomacy, International Labour Organization, Food and Agriculture Organization	– UCLA Labour Centre, U.S. Department of Defence, U.S. Centre for Citizen Diplomacy, International Labour Organisation, Food and Agriculture Organisation

3.2.1 Geographical names

Names of countries, geographical acronyms, adjectives and nationalities must be taken from the current version of the [Länderverzeichnis](#) published by the Federal Foreign Office (Auswärtiges Amt – AA). Acronyms are spelled out on first use.

A useful source for the correct spellings of geographical names not included in the Länderverzeichnis are the English versions of the official government websites of the countries in question. If no conclusive information can be found there, consult other reliable sources, such as the United Nations.

When mentioning a town, city or region whose location is not clear from the context, the country should be stated. When listing several countries, alphabetical order is most neutral and therefore preferred.

For guidelines on the capitalisation of political and regional entities, please see Section 3.2.5.

3.2.2 Numbers, dates and time

Numerals are written differently in English and German. Non-native speakers of English should therefore pay particular attention to the following:

- + Numbers from one to nine are written out. Numbers greater than nine are usually expressed in figures. In some instances, numbers less than nine and greater than nine occur together in a single sentence. In such cases, all the numbers should be written in figures.
- + Always express units of measurement, statistics, etc. in figures. The numerical form should also be used in graphs and tables.
- + In numbers with more than three digits (starting with 1,000), a comma should be inserted to separate thousands.
- + For decimals, use a point, not a comma. Decimals smaller than one are written with a zero, not a blank space, before the decimal point.
- + Use '%' in all cases (text and graphics) except in chapter titles and headings. There is no space between figures and percentage signs.
- Don't use the German abbreviation 'Mio'. In English, 'million' or 'm' should be used.

Examples

The commission comprises seven government representatives. The 28 member states ratified the treaty.

The office is 3 km from the airport. The 4 million inhabitants of the city ...

The office currently has 5 seconded staff, 31 local employees and 3 CIM experts.

The survey was distributed to 13,000 members of the community.

Around 2 million refugees from Syria make up 0.6% of the population.

Dates and time

- + Dates are written without commas in the following order: day (not as an ordinal number, so please don't use '1st' or '2nd', etc.) – month (spelled out in full) – year with four digits.
- + Decades are written without an apostrophe: the 1970s.
- + Periods overlapping two years, e.g. fiscal year or school year, are written as follows: 2018/2019. Periods of several years are written with an en dash.
- Avoid referring to seasons as they differ from country to country.
- Don't use time-sensitive information such as 'next month' or 'last year', as it will cease to be accurate as time passes.

Examples	
+ 7 June 2019	– 7 th June, 2019
+ the 1970s	– the 1980's
+ 2018/2019	– 2018-19
+ 2019–2022	– 2019 – 2022
+ from 2019 to 2022	– from 2019-2022

3.2.3 Currencies

- + Write the currency code in capitals (e.g. EUR) and place it before the number. Use only the official ISO 4217 currency codes (www.currency-iso.org/en/home/tables/table-a1.html).
- + In tables and figures, the currency symbol is used. However, there is no space between the currency symbol and the figure.
- + In running text, write out the currency in lower case and, where appropriate, in the plural form.
- If possible, don't use more than one currency in a report. If appropriate, a footnote may be included to explain the currency conversion, stating the exchange rate used.

Examples	
+ Currency abbreviation: USD 212.00, EUR 14.5 million	– USD212.00, EUR14.5 million
+ Currency symbol in tables: US\$212.00, €14.5 million	– US\$ 212.00, € 14.5 million
+ The economic losses amount to 31 million <u>euros</u> .	– The economic losses amount to 31 million <u>euro</u>. – The economic losses amount to 31 million <u>Euros</u>.
+ The country received official development assistance of 27 million euros and World Bank grants worth 24 million euros.	– The country received official development assistance of 27 million euros and World Bank grants worth 22 million US-dollars.

3.2.4 Hyphenation

Compound adjectives such as 'high-level' should be hyphenated when placed before the noun. In addition, please use or omit hyphens as shown in the examples below.

Examples
decision-making
know-how
policy-maker, policy-making
small and medium-sized enterprises
socio-economic, socio-political, but: macroeconomic and microeconomic
non-governmental
But
cofinancing
cooperation
time frame
They met at high level.
The government's <u>short-term</u> aim is to provide education opportunities and to create jobs in the <u>longer term</u> .

3.2.5 Use of capitals

- + In headings, only capitalise the first word.
- + Capitalise the names of people, places and organisations, nationalities and languages (proper nouns), historical events and laws or bills.
- If not part of a proper noun, words such as commission, government, minister, president and programme are not capitalised (see also Section 3.7).
- Don't capitalise evaluation-specific terms such as evaluation mission, evaluation team, project team and results matrix, unless they are the first word in a headline.

Examples
Pope Francis
Investment, Enterprise and Development Commission
the British Government's contribution
Bill of Rights

Geographical, political and organisational entities

The EU Style Guide provides a good explanation of the difference between political and geographical entities and the use of upper or lower case for regional names.

- + When referring to political entities, organisational units etc., capitalise specific references and use lower case for general references.
- + In official names of organisations and their subdivisions, capitalise all words with the exception of short prepositions, conjunctions and articles. The same applies to official project/programme titles, which should not be placed in inverted commas.
- + Geographical descriptors such as 'eastern' are usually written in lower case. However, GIZ makes an exception with Southern Africa because the region has attained a certain political coherence through the Southern African Development Community (SADC).

Examples

South-East Asia, but sub-Saharan Africa

North-South cooperation

Northern Ireland, but northern Spain (political vs. geographical connotation)

For examples of organisational entities, please refer to Section 3.7 on names of organisations and projects.

3.3 Punctuation

Consistency in punctuation requires great attention, because mistakes are often overlooked.

- + Use single quotation marks for direct speech, quotes and words/phrases to which you wish to draw attention.
- + Make sure you use the apostrophe key (') for single quotation marks. Do not use accents such as ` or ´ for this purpose.
- Do not place quotation marks around the names of organisations, projects or programmes.
- Do not place a colon at the end of headings.
- Do not place a comma after e.g.
- Do not use a comma before 'and' in an enumeration or list.
- Do not insert spaces before or after a slash.

Examples

The United Nations' Agenda 2030 established the principle 'leave no one behind'.

The United Nations, NATO and the EU

The GIZ/EU project started in January 2019.

3.4 Tenses

Evaluation reports often make inconsistent use of tenses. The following basic rules should provide more clarity:

- + Use present tense for general observations, e.g. for describing the general situation in the project area, or for project activities if the project is still ongoing.
- + Use past tense to describe the evaluation strategy/methods and when analysing the results.

Examples

Fertility rates are high among girls who have dropped out of school.

The baseline study revealed that 25% of all children under five were vaccinated.

The evaluation team conducted a document analysis and a comprehensive literature review.

3.5 Personal names and job titles

- + Authors of publications or politicians etc. may be named in the report. However, don't mention the names of other persons (including interviewees; see Section 4.2.) in order to ensure anonymity (see Section 4.3).
- Do not mention project staff by name or specific function/position in the text. Instead of mentioning the 'AV' or 'country director', use more general terms such as 'project', 'project team' or 'project management'.

3.6 Personal pronouns

The results of an evaluation should be neutral and objective and the role of the evaluators should not be emphasised. Personal pronouns such as 'we', 'I', 'our' or 'us' should therefore be avoided.

Examples

+ A survey with 300 participants from the district administration showed that....

- We conducted a survey with 300 participants, which showed that....

3.7 Names of organisations and projects

For the sake of accuracy, evaluation reports should use the official English names of organisations (and their official abbreviations/acronyms). Names and abbreviations/acronyms should always be checked using the organisation's own website (or the copyright page of its publications).

- + On first mention in the running text, state the organisation's full name followed by its abbreviation or acronym in brackets.
- + If organisations' official names are in a language other than English and are used in the document, provide the official English name in brackets on first mention. Always check that the translation is correct.
- + If an organisation's official name has been given in full and is paraphrased in subsequent text, use lower case (e.g. for 'project', 'programme', 'department', 'unit', 'section', 'organisation'). Capitalise descriptions of higher-level organisations or persons if the description is replacing the name, rather than describing its function (e.g. Ministry).
- Avoid using the definite article with GIZ, BMZ, FAO, WHO, etc. unless the name is quoted in full.
- Do not italicise or place inverted commas around organisation or project names.

Examples

United Nations Development Programme (UNDP)

Federal Ministry for Economic Cooperation and Development (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung, BMZ)

KfW Development Bank (note that GIZ translates the bank's name, while BMZ uses the German original KfW Entwicklungsbank)

Many governments will be represented at the meeting. The German Government will be represented by the Federal Minister for the Environment, Nature Conservation and Nuclear Safety.

GIZ Office Delhi will be hosting the conference and has issued invitations to 15 other GIZ offices in the region.

Competence Centre for Agricultural Policy and Food

The Municipal Water Project was launched in 2009. The local community has supported the project wholeheartedly.

3.8 Abbreviations and acronyms

Keep abbreviations and acronyms to a minimum.

Technical terms and abbreviations may not be familiar to all readers and should therefore be kept to a minimum. If abbreviations are used extensively, the text is not easy to understand. Please prefer the full title to the abbreviation

It may not be necessary to state the full name of an organisation in every case. In a text about the Development Policy Forum, it is sufficient to give the full name on first mention and then refer to 'the Forum'.

Abbreviations and acronyms should only be used if the full title appears at least twice in the report. They must be included in the list of abbreviations and acronyms and written out in full on first mention in the running text.

- + Acronyms and abbreviations generally take an 's' when used in the plural in English.
- + In the case of abbreviations derived from German, French or Spanish, the foreign language form should be used on first mention. When introducing GIZ employees, state their official GIZ job title.
- + Omit any names that do not appear in the text at least twice from the list of abbreviations and acronyms.
- Abbreviations of organisation names do not take the definite article.
- Avoid too many abbreviations: 'e.g.' can easily be replaced by 'such as' and 'approx.' by 'around'.
- Avoid using GIZ's internal abbreviations for organisational units, such as Div. 43 or OE40B0.

Examples

+ specific needs of SMEs	- specific needs of SME
+ The Federal Ministry for Economic Cooperation and Development (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung, BMZ) announced...	- The Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (Ministry for Economic Cooperation and Development – BMZ) announced...
+ GIZ and KfW jointly implement the programme.	- <u>The</u> BMZ signed an agreement with <u>the</u> BMU.
+ Many donor countries such as Finland and France have committed to...	+ Many donor countries (e.g. Finland and France) have committed themselves to...
+ The United Nations Development Programme (UNDP) supports the country's reform agenda.	+ UNDP (United Nations Development Programme) supports the country's reform agenda.

3.9 Gender sensitivity

Gender-sensitive language is more inclusive than the traditional use of masculine pronouns and nouns. It also helps to change attitudes and promotes equality.

- + Use the passive, but do so sparingly.
- + Opt for 'chair' or 'chairperson' instead of 'chairman'.
- + Use the plural to avoid clumsy constructions, except in texts where the singular might be necessary. In such cases, use 'he/she', 'his/her' and 'him/her'.

3.10 Common pitfalls

Here are some common pitfalls to avoid:

- aim at supporting: instead, use 'aim to support'
- training: no plural
- website – homepage: 'Website' refers to the entire web presence of a person, organisation or business. The homepage is usually the start page.

Translation German – English

- Kommune: municipality, Gemeinde: community
- Kompetenz: abilities, expertise, skills (not competencies, although 'competence' may be used in some cases. Please note that 'Kompetenzen' may in some cases be translated as 'competencies' as a synonym for powers or responsibilities.)
- Konzept: the preferred English translation is 'strategy' or 'policy', not 'concept'

4 Citation and references

Writers should always provide details of any documents, books, articles, films, etc. that they refer to or quote from. This applies to external and internal publications, unpublished sources such as minutes, inception reports and interviews. GIZ's central evaluation reports use the **Harvard citation and reference style** with its author-year system, dispensing with the use of footnotes.

Proper citation serves as proof of an evaluation's integrity.

4.1 Verbatim quotes

Use single quotation marks for direct speech, quotes and words/phrases to which you wish to draw attention. Double quotation marks are reserved for quotes within quotes.

Quotation marks at the end of a sentence precede the final full stop, question mark or exclamation mark unless the quotation itself concludes with a punctuation mark. In this case, no full stop is required after the quotation mark. If the quotation is not at the end of the sentence and includes a finite verb, a comma, question mark or exclamation mark (but never a full stop) must precede the closing quotation mark.

Examples

- + Tanja Gönner called for a 'more sustainable future'.
- + Tanja Gönner said: 'In international cooperation, it is important to be flexible.'
- + 'We are committed to promoting development and employment,' said Tanja Gönner.

4.2 Rules of citation

Rules

Short document references are placed in parentheses directly after the quotation or paraphrase in continuous text. If the reference refers to a whole paragraph, the document reference is placed at the end of the paragraph before the last punctuation. If there are two authors, both are mentioned.	(Bahr, 2011) (Bahr and Frackmann, 2011)
The page number is separated by a colon after the year of publication. Two consecutive pages can be identified by an 'f'; page numbers should be stated when referencing more than two consecutive pages.	(Bahr, 2011: 5) (Bahr, 2011: 5 f.) (Bahr, 2011: 5-8)
For more than three authors, the in-text reference should cite the first author followed by 'et al.'.	(Bahr et al., 2011)
If the author's name is embedded in the sentence, the year of publication (and, if applicable, the page number) appears in brackets directly after the name. The reference at the end of the quotation or paraphrase is omitted.	According to Bahr (2011: 3) ...
Different works by the same author from the same year are distinguished from each other by adding a lowercase letter to the year of publication. These additions must appear in the list of references.	(Bahr, 2011a) (Bahr, 2011b) (Smith, 1996a, 1996b)
Documents by different authors with the same last name are distinguished by adding the first letter of the author's first name. The first names should be written out in full in the list of references.	(Bahr, A., 2008; Bahr, C., 2011)
When several works are cited, each author entry is separated by a semicolon. The works are listed in order of importance for the report. If they are of equal importance, they are listed chronologically by year of publication.	(Galbraith, 2005; Blankart, 2006) (GIZ 2012, 2013a, 2013b, Int_4)

Unpublished documents (inception reports, minutes, presentations, etc.) must be marked as such in the list of references.

(GIZ, 2016)

References to other parts of the document are put in parentheses and introduced by 'see'. In these instances, 'chapter', 'section' and 'annex' are capitalised.

Example

(see Section 4.1)

(please see chapter 4)

4.3 Citation of interviewees

Interview data must be coded to ensure the anonymity of interviewees. Names of interviewees and survey or workshops participants must be pseudonymised for source and data protection reasons. Interviews and focus group discussions are numbered on a random basis. A list of numbered interviews (including the interviewee's name, position and organisation) should be produced. This interview coding list must be password-protected and a version without interview codes must be shared with the GIZ Evaluation Unit. It may not be shared with third parties, including the project being evaluated.

Examples

Project staff faced challenges communicating with the Ministry for Transport (Int_1).

Partner organisations reported that group discussions did not produce the expected results (Int_1,3,4).

If there are at least three organisations, institutions or companies in one interview category (examples of categories: GIZ, donors, partner organisations, other stakeholders, civil society and private actors, universities and think tanks, final beneficiaries) and there are at least five interviewees in this category, the category should be mentioned in the citation.

Examples

Project staff faced challenges communicating with the Ministry for Transport (Int_1 with GIZ).

Partner organisations reported that group discussions did not produce the expected results (Int_1,2,4 with partner organisations).

Local communities lack knowledge about climate-smart agriculture (Foc_Dis_5).

Interviews with specific groups of interviewees or focus group participants may be referred to by the number of interviewees, their gender, their general functions/positions and their geographical location. This is especially relevant in the case of final beneficiaries and indirect target groups.

Example

To prevent girls dropping out of school before the age of 14, parents must be sensitised to the importance of education for their daughters' future (interviews with 22 local teachers, 10 male, 12 female, in Kisumu County).

Specific details such as the interviewees' gender, function, geographical location or the place and time of the interview should not be mentioned if this information is sensitive and might put their safety or well-being at risk. This also applies to names of organisations, even in general terms (e.g., no mention should be made of 'a human rights organisation' as an interview partner in a context where there are only one or two human rights organisations in the partner country).

4.4 List of references

A detailed list of used references/sources must be provided in alphabetical order and must include external, internal and unpublished documents and data.

Basic structure for the entry in the list of references (single line spacing)

Name of author(s) or organisation(s); use the organisation's abbreviation or acronym	Family name, given name or name of organisation
Year of publication	(year):
(Book:) Title of the book	<i>Title [in italics],</i>
(Book:) Name of editor(s)	Given name, family name (ed.)/(eds.)
(Book:) Volume, edition, if applicable	Vol. 2, third edition,
(Book:) Place and publisher	Place: Publisher.
(Journal:) Title of article/paper/article	Title,
(Journal:) Journal	<i>Title of Journal,</i>
(Journal:) Volume and issue, if applicable	2 (3),
(Journal:) Page reference	p. 2; pp. 2-5.
(Database:) Title of the database	<i>Title,</i>
(Internet sources:) Title of internet source	<i>Title,</i>
(Internet sources:) DOI or URL	[online] www.xyz.de (without http or https)
(Internet sources:) Time of access	[Date].

+ Capitalise the titles of books and journals.

- Do not capitalise definite articles, indefinite articles, auxiliaries, conjunctions and prepositions. However, the article is capitalised if it is the first word of the title, immediately follows a colon or is part of a proper name (e.g. The New York Times).

Specific rules	
Same authors are listed chronologically by publication date.	GIZ (2012) ... GIZ (2014) ...
Different works by the same author from the same year are identified by the addition of a lowercase letter after the year of publication.	GIZ (2012a) ... GIZ (2012b) ...
For more than three authors, state the first author followed by 'et al.'.	Hall, Martin et al. (2018)
Authors who have also published texts with other authors are listed as sole authors first. The order in which authors' names appear in the reference should not be changed, but stated in the same order as in the cited publication.	Hall, Martin (2018) ... Hall, Martin and Rüdiger Fehr (2016) ...
Internal sources and unpublished documents must be identified as such in the list of references.	GIZ (2015): <i>Final Report Support of Measures to Strengthen the Peace Process in Nepal</i> : August 2012 – December 2014, unpublished report. GIZ (2016a): <i>Zusammenfassung Lessons Learned-Workshop zum Wasser</i> , Berlin, 12 April 2017, unpublished minutes. GIZ (2016b): <i>Länderbeispiel Jordanien</i> , unpublished presentation.
	Musterfrau, Marianne (1998): <i>Inception Report, Central Project Evaluation 'Uganda: Strengthening Accountability and Transparency' 'topic'</i> , unpublished report.

Examples of references

GIZ (2012): *Growing Business with Smallholders: A Guide to Inclusive Agribusiness*, Eschborn: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH [online]
www.giz.de/fachexpertise/downloads/giz2012-0304en-growing-business-smallholder.pdf [20.3.2018].

GIZ (2012): *Women's Participation in Green Growth – A potential fully realized?*, unpublished report.
 Blankart, Charles B. (2006): *Öffentliche Finanzen in der Demokratie*, sixth edition, Munich: Verlag Franz Vahlen.

Wößmann, Ludger (2007): Die Relevanz von Bildung für Beschäftigung und Wachstum, *Wirtschaftspolitische Blätter*, Vol. 54, No. 1, pp. 9–26.

Hartmann, C., F. Gaisbauer and K. Vorwerk (2017): *Evaluierung des develoPPP.de-Programms*, Bonn: Deutsches Evaluierungsinstitut der Entwicklungszusammenarbeit (DEval).

Statistisches Bundesamt Deutschland (2006): *Fast 30% aller Kinder kamen 2005 außerehelich zur Welt*, [online] <http://www.destatis.de/presse/deutsch/pm2007/zdw4.htm> [25.1.2007].

Explanatory information and courtesy translations

- + Use the English titles of publications where an official English version exists.
- + When working on the list of references, do not translate titles of works that have appeared in other languages only. However, any explanatory information such as date and place of publication, page references, should be provided in English.

5 Formatting

Form follows function, but good visual presentation increases the impact.

5.1 Basic layout

Evaluation report: single column	
Inception report: single column	
page margins	top and right 2.5 cm, bottom and left 2.0 cm
styles	As per Section 5.2 and in the template files. The only styles that are to be used are those in the style gallery of each template file. All text is to be tagged with one of the styles named "G-####". Note: the styles used in this guidelines document are different from those in the inception report, evaluation report, 7-page executive summary and 1-page at a glance. The template files each contain all of the styles needed for that template.
italics	Italics are used for foreign words and phrases unless they are so common that they can be considered integrated loan words. Italics are not used for names of organisations, even if these are in other languages.

5.2 Styles

There are 30 G-#### styles for use in GIZ documents. By only using these styles and by tagging all text to one of these styles, all reports will look the same and the Word documents will behave properly.

It is permitted to use **bold for emphasis** within G-Running text by tagging a short section of a sentence with bold but no other amendments to styles are permitted. Italics are not to be used for emphasis; they are reserved for guidance text for authors (to be deleted), foreign words and phrases and for names in references. Underlining is not to be used (except in hyperlinks).

The best way to use a correctly styled table is to copy a table in one of the template files and extend it using the “+” that appears as you hover over the edge of a row or column. You can extend by adding rows of either colour then arrange them to continue the two-tone shaded row pattern that is characteristic of GIZ tables. This is the easiest way. If you prefer/need to build a fresh table, then ensure that all parameters are the same as those in the example here and in the templates.

By default, this file and all of the template files paste content with no formatting. This is to deter the copying of alien styles to the files. To copy and paste with all formatting included, use paste special by right clicking then “keep source formatting”. Doing this will import styles, so be aware of bringing in styles from other documents.

5.3 Numbering of chapters, tables and figures

Chapters, tables and figures should be numbered to provide more clarity. For the layout of the table of contents, please refer to the annotated evaluation report. A list of tables and a list of figures are provided at the end of the table of contents. Examples of correctly formatted tables can be found in the template files.

5.4 Lists

Lists should always contain bullet points as specified above. Numbering should not be used.

Exception: The text announces an enumeration, e.g. ‘There were four reasons for choosing this approach.’ In such cases, enumerations contain the Arabic number followed by a point: 1., 2., 3., ...

The same grammatical structure should be used throughout the list, if possible. Introduce a list with a colon (after either a full sentence or an introductory half-sentence).

If the bullets do not contain full sentences (list of short items or when each item continues an introductory half-sentence):

- + insert bullet points as outlined above,
- + use lower case at the beginning of each item,
- + put a comma at the end of each item,
- + insert ‘and’ at the end of the penultimate item and
- + put a full stop at the end of the list.

If the list items contain one or more full sentences:

- + Insert bullet points as outlined above.
- + Use upper case at the beginning of each item.
- + Put a full stop at the end of each item.

5.5 Tables and figures

Tables should be formatted as follows. The easiest option, as with all style aspects, is to use the examples provided within the templates themselves, keeping the original formatting. If you do need to create a table from scratch, then ensure that the settings below are used.

Background colour: RGB 217, 216, 206 Bottom border of first row is 2 ¼ pt GIZ red. Implemented as custom amendment to the below “all” borders setting.	G-Tab-Head headers: Arial 8, bold, black line spacing 0pt, left-aligned paragraph before: 0pt, paragraph after: 0pt
All other borders: “all”, colour: white, width: 1pt, apply to: table	G-Tab-Text text: Arial 8, black paragraph before: 0pt, paragraph after: 0pt, left-aligned minimum row height: 0.5 cm. Note that no G-Tab-# styles have “keep with next”. This is because this property can mess up pagination and split tables up. If an author copy-pastes text that contains any style information that involves “keep with next” then tables can split badly. To fix it, tag all text with a G-Tab-# style, reapplying the style where it is already applied.
Background colour: RGB 232, 232, 228	Default cell margins: top 0.15cm, bottom 0.15cm (reduced to avoid clipping bottom of text with new 0pt paragraph spacing)
Background colour: RGB 242, 242, 238 GIZ red bottom border of top row. If tables split apart then select all rows, then right-click to Table Properties, then deselect “Allow row to break across pages” from the “Row” tab. That might help.	Note that all text is tagged with either G-Tab-Text or G-Tab-Head. Table is left-aligned relative to column. Table text wrapping is “none” Header repeats if table breaks over a page. To change this, highlight row, choose table properties then deselect “repeat as header row at top of each page”.

- + If possible, figures should be included in GIZ colours with no frame around them.
- + If necessary, a source for the information provided in tables and figures should be provided (G-Caption style),

5.6 Photographs

The reports should include at least two photos with captions, showing either a scene from the evaluation process or a typical project activity or outcome, such as counselling, education, political dialogue or infrastructure. Please note that photos are not figures.

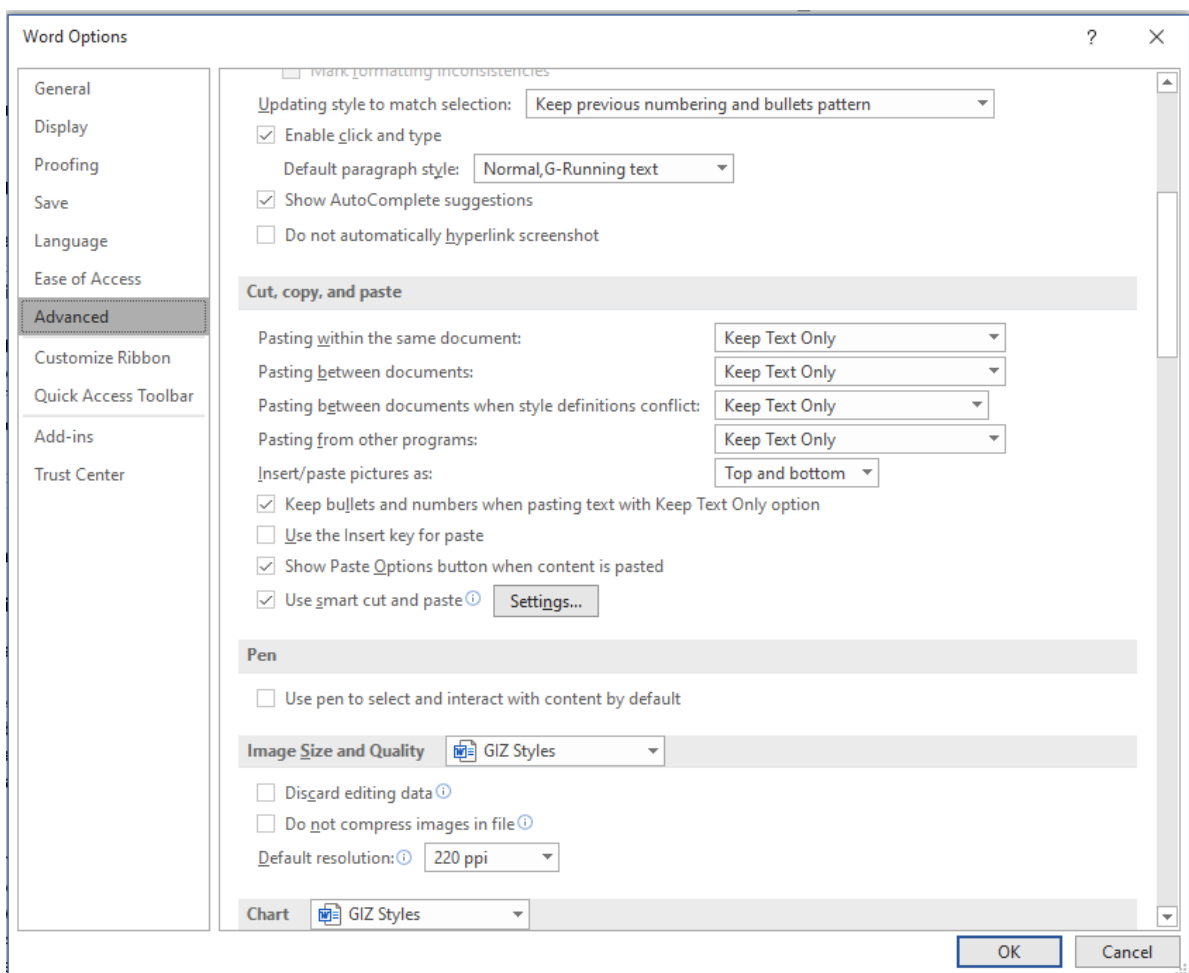
- + The image should make a clear visual statement and should not be overly complex.
- + Permission to publish the image must be obtained.
- + The dimensions of images must be at least 5 x 7cm with a minimum resolution of 300 dpi.

Annex – GIZ styles

There are 30 G-### styles for use in GIZ documents. By only using these styles and by tagging all text to one of these styles, all reports will look the same and the Word documents will/should behave properly. Each of the four templates should contain only those styles that are needed by that template (a subset of the 30 styles listed here) and should not contain any styles that do not begin with G-###. If other styles are in use, then this is an indication that content has been pasted in that contains style and formatting information from a non-template file. This may cause formatting problems and is to be avoided.

It is permitted to use **bold for emphasis** within G-Running text by tagging a short section of a sentence with bold but no other amendments to styles are permitted. Italics are not to be used for emphasis; they are reserved for guidance text for authors (to be deleted) and for names in references. Underlining is not to be used (except in hyperlinks).

By default, this file and all of the template files paste content with no formatting (Keep Text Only), as shown in the settings for this file, below.



This is to deter the copying of alien styles to the files. Authors are instructed to only copy-paste without formatting but it is still possible that alien styles may be imported to the file, for example by using Paste Special then “Keep Source Formatting”. Doing this will import styles, and can be used by editors to move styles from this document to a template. Do not use this to introduce any content from any document other than the template files or this file.

Tips for fixing formatting problems

Ensure that all text is tagged with one of the G-### styles and that no other styles are used.

Sometimes a table may split into two or more tables, seemingly automatically, when a style is changed. This can be caused by styles with paragraph setting “Keep With Next” enabled. The two G-Tab-### styles do not have this enabled for this reason so a fix to apply is to ensure that all table text is tagged with the appropriate G-Tab-### style. Where a table has already split, reapply the correct style to the text in each cell, including the row and column headers.

If a table needs to be extended, then doing this using the “+” that appears as you hover over the edge of a row or column will keep all the same formatting and colour settings for the new row. You can extend a table by adding rows of either colour then arranging them to continue the two-tone shaded row pattern that is characteristic of GIZ tables. This is the easiest way. If you prefer/need to build a fresh table, then ensure that all parameters are the same as those in the example here and in the templates. Only copy-paste tables from either this file or the templates and only then if you are sure that no alien styles have been introduced to the table at any stage in the file’s history from template creation to your work.

G-FP-Title
Title (front page) Arial 25, bold, black,
left-aligned
line spacing 25pt

G-FP-Subtitle
Subtitle (front page) Arial 18, black, left-aligned
line spacing 25pt

1 G-Ch1-Head

2 heading 1 (chapter) Arial 18, bold, black

3 line spacing 20pt, left-aligned

4 paragraph before: 40pt, paragraph after: 40pt

5 Only capitalise the first word and proper nouns, example see section 5.2

5.1 G-Ch2-Head

5.2 heading 2 (sections) Arial 12.5, bold, black

5.3 line spacing 16pt, left-aligned

5.4 paragraph before: 18pt, paragraph after: 15pt

5.5 Note: G-Ch1-Head and G-Ch2-Head are tagged to a multilevel list from which they inherit numbering.

5.6 Only capitalise the first word and proper nouns, example see section 5.2

G-No#-Head

This is a variant of G-Ch2-Head that does not have numbering associated with it. It does, however, appear in the TOC.

G-Ch3-Subsection

heading 3 (subsections) Arial 9.5, bold, GIZ red (RGB:200,15,15)

line spacing 14pt, left-aligned

paragraph before: 18pt, paragraph after: 10pt

Only capitalise the first word and proper nouns, no numbering in heading

G-Ch4-Subheading

subheading Arial 9.5, bold, black

line spacing 14pt, left-aligned

paragraph before: 12pt, paragraph after: 10pt

Only capitalise the first word and proper nouns

G-7-Head is a heading style used in the 7-pager (executive summary)

Arial, 11, GIZ red (RGB:200,15,15).

G-FP-Cont

Used for the word “Contents” on Front Page, same as G-FP-Subtitle but GIZ Red.

G-TOF (Table of Figures)

Table of Figures text.

Same as G-Running text but with 6pt paragraph spacing after.

☒ G-TOC 1 (TOC 1)

☒ Formatting for TOC lines: Indent: Left: 0 cm, Hanging: 0.3 cm, Space After: 5 pt, Tab stops: 16.48 cm. Font based on G-Running text

G-TOC 2 (TOC 2)

Formatting for TOC lines: Left: 0.7 cm, Hanging: 0.3 cm, Space After: 5 pt, Tab stops: 16.48 cm. Font based on G-Running text Indent:

G-Running text (Normal)

running text Arial 9.5, black

line spacing 14pt, left-aligned

blank line to separate paragraphs

paragraph before: 0pt, paragraph after: 0pt

Hard spaces between words ensure that words are not split during document formatting, e.g. EUR 130 million.

To create a hard space in Word, press CTRL + SHIFT simultaneously + space bar.

G-credits

As Running Text but white

G-credits-Head

As Ch4-Subheading but white and 11pt (no need to highlight it, that's just so you can see it here!)

lists/bullet points: tag the bullet text lines with appropriate style “G-Bull” for first-level bullets.

- G-Bull for bullets:
 - round in GIZ red
 - indent left 0.5 cm
 - special indent hanging 0.7 cm

lists/bullet points: tag the bullet text lines with appropriate style “G-Sub-Bull” for second-level bullets.

Do not try to create a multi-level list or list style. Keep it simple with G-Bull and G-Sub-Bull.

- G-Sub-Bull for sub-bullets: round empty in GIZ red, indent left 1.2 cm, special indent hanging 0.7 cm.

Example:

- lorem ipsum
 - lorem ipsum

paragraph before: 0pt, paragraph after: 0pt

- G-1-Bull is a narrow version, good for use in columns and needed for the conclusions box on the 1-pager.
 - ☒ G-7-TickBull is used on the 7-pager in one specific place. The bullet is Wingdings character#254 in GIZ red. These bullets are not to be generally used, except in the 7 pager in one specific place. G-Bull is generally to be used for bullets.
 - ☒ G-7-CrossBull is as above but a cross bullet. The bullet is Wingdings character#253 in GIZ red.
- G-Bull-Table is very narrow for use in columns in tables. No line spacings, 9pt. 0.2cm hanging no indent.

Background colour: RGB 217, 216, 206 Bottom border of first row is 2 ¼ pt GIZ red. Implemented as custom amendment to the below “all” borders setting.	G-Tab-Head headers: Arial 9, bold, black line spacing 0pt, left-aligned paragraph before: 0pt, paragraph after: 0pt
All other borders: “all”, colour: white, width: 1pt, apply to: table	G-Tab-Text text: Arial 9, black paragraph before: 0pt, paragraph after: 0pt, left-aligned minimum row height: 0.5 cm. Note that no G-Tab-# styles have “keep with next”. This is because this property can mess up pagination and split tables up. If an author copy-pastes text that contains any style information that involves “keep with next” then tables can split badly. To fix it, tag all text with a G-Tab-# style, reapplying the style where it is already applied.
Background colour: RGB 232, 232, 228	Default cell margins: top 0.15cm, bottom 0.15cm (reduced to avoid clipping bottom of text with new 0pt paragraph spacing)
Background colour: RGB 242, 242, 238 GIZ red bottom border of top row. If tables split apart then select all rows, then right-click to Table Properties, then deselect “Allow row to break across pages” from the “Row” tab. That might help.	Note that all text is tagged with either G-Tab-Text or G-Tab-Head. Table is left-aligned relative to column. Table text wrapping is “none” Header repeats if table breaks over a page. To change this, highlight row, choose table properties then deselect “repeat as header row at top of each page”.

G-Quote

verbatim quote with more than five lines

Arial 8, line spacing 1pt, indented on both sides by about 1 cm from the margin, separated by a blank line before and after the quotation. The short document reference at the end of the indented quotation is inserted after the closing quotation mark; there is no further full stop after the source.

G-Caption

figure and picture captions and sources
left-aligned, line spacing 10pt
Example see section 5.2

Arial 8.5, GIZ grey

G-Footnote

footnotes Arial 6, black, line spacing 9pt

G-PageNum

page number in footer

Arial 8, bold, GIZ red, centrally aligned

G-Pub-Imp

Publication details / impressum

Arial 8, black, line spacing 12pt

G-Pub-Imp Bold

As above but bold for headings in publication details.

G-Pub-Imp-White

Same as G-Pub-Imp but white for front matter with background. Highlighted to show it here.

Colours:

GIZ red RGB 200,15,15

GIZ grey RGB 111,111,111

Secondary colours of GIZ's corporate design: Please see pre-defined colours in Word template or

<https://www.giz.de/cdc/de/html/59638.html>

Any questions?

GIZ's Corporate Unit Evaluation will be happy to assist you.

Please contact us at evaluierung@giz.de.

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