

1
Create a report
in the template

All reports must have **both** a Danish and an English summary.
When writing the report, **REMEMBER** to use the report template. [Template available here.](#)



2
Scientific quality
assurance by a
colleague

The report must be scientifically quality assured by a colleague from the department.
Before the report is sent out for comments, it must also be quality assured by DCE – find a DCE employee [here](#).



3
Scientific quality
assurance by DCE

The report must finally be quality assured by an employee from DCE. You may let Michael Strangholt know (mis@dce.au.dk) if you want a news item to be written for dce.au.dk or if media attention is anticipated.



4
Linguistic quality
assurance/
proofreading

The report must be proofread/linguistically quality assured by a secretary in the department.
ENVS has their own [secretaries](#). For ECOS, you can see an overview [here](#).



5
Assistance
for graphics?

If you need assistance with graphics for figures, please notify Tinna Christensen (tch@ecos.au.dk) – preferably as much in advance as possible.



6
Send for layout,
incl. a front-page
photo

Send the report and Workzone case no to: rappporter@dce.au.dk.
Include the front-page photo in a separate file, incl. the photographer's name. Any comment sheets should also be enclosed. ENVS reports are prepared by their own [secretaries](#).



7
Publication

The report will only be numbered once it is ready to be published online.



8
Submission to the
requester, DCE and
filing in Workzone

The final report is sent to the requester and relevant employees at the DCE centre unit are notified by receiving a copy.
Remember to file the email in Workzone.

