

## **FAMSI**

### **Report Guidelines and Submission Format**

FAMSI requires Interim and Final Reports that document grantee research projects, copies of which will reside in the FAMSI Library. Final Reports will be posted to our website <http://www.famsi.org/> and will be available for study purposes and dissemination to scholars and other interested persons. Your reports must be written for comprehension by both specialists and an educated audience interested in Mesoamerican topics. Concise descriptions and clarity of expression are expected. All reports and correspondence should be clearly labeled with your name, grant #, and contact information (current mailing address, phone number and email address).

Report text files must be submitted as a PC formatted Microsoft Word document (.doc) or an Adobe (.pdf) file. All image files must be publication quality. Any text on the images must be legible. Photographs, images and/or figures must be submitted as separate .jpg or .tiff files. All photograph, image and/or figure files should be created in a minimum resolution of 300 pixels per inch (ppi). Please send an email to [famsi@famsi.org](mailto:famsi@famsi.org) with any formatting uncertainties or questions.

Please provide a List of Figures with detailed captions. Electronic file names of all images must match the figure numbers (i.e. -- a filename of fig01.jpg is the image and matching text corresponding to Figure 1 in the List of Figures). Please use only lower case letters in your file names with no spaces or special characters.

In recent years the use of AD/BC versus CE/BCE has been debated among scholars. General consensus would suggest preferred use within the field is CE [Common Era] and BCE [Before the Common Era].

### **The Interim Report**

An Interim progress Report is required within six (6) months of receiving your grant funds. This report should be approximately 250 words in length and should document advances and research to date as well as any project delays. Interim Reports serve to report that your project is properly permitted and in progress without problem.

It is expected that you will keep FAMSI apprised of any changes or conflicts with regard to your project. In the event you have not initiated your project within this time period your Interim Report should be an outline that includes the issue(s) that have caused the delay i.e. special permits etc., proposed project amendments and/or remedies, and an explanation of when your project will start or resume.

Requests for project report extensions beyond this time period must describe the reason for the delay and be clearly communicated in writing to FAMSI for approval.

## **The Final Report**

The Foundation requires a Final report to be submitted within twelve (12) months after a candidate's acceptance of Foundation monies. Your Final Report to FAMSI is now accepted as an official and copyright protected publication. Our website is accessed by millions of viewers, making your online Final Report and images an international advertisement for your work.

This report should be at least 2,000 words in length (not including bibliographic references, endnotes, or illustrations). Final Reports must be submitted as **BOTH** hard copy and electronic forms (website version) in either English or Spanish. A total of three copies must be submitted: two hard copies and one copy in electronic format. Your report must include an Abstract in both English and Spanish. The FAMSI Board members also specify that your Final Report include an electronic version of a captioned map, illustrating the location of your project site(s).

The committee is aware that slight changes in your proposed budget may occur. These should be noted in a final accounting of your disbursements and included with the hard copy (only) of your final report. The website version of your report should not include the accounting of monies spent.

The attached data sheet must be completed and included with your Final Report submission.

**Final Report Data Sheet**

**Name:** \_\_\_\_\_ **Grant #** \_\_\_\_\_

**Please provide the following information and include with the submission of your Report(s):**

Keywords (20-25):

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Research Year:

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Culture(s):

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Chronological Era(s):    Paleoindian     Archaic     PreClassic     Classic     PostClassic

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Location:  
(Country, State/Department)

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Research Site(s):

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Email Address:

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