

## 33 GUIDE TO WRITING EXPEDITION REPORTS

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At the heart of every expedition is the work that it does and the results that it produces. The expedition report is the main means of sharing these results with the world. Without a report, an expedition is relegated to the status of a holiday and personal memories.

Expeditions involve a vast number of formal and informal partnerships: sponsors, advisers, government departments, schools, universities, embassies, villages and voluntary groups. As part of your dealings with them, sharing your results is central, and again the expedition report plays a leading role.

There are, of course, many other ways of sharing an expedition's results: books, articles, films, photographs, posters, sound recordings, websites. The possibilities are vast and depend on the expedition's work and who might benefit. Other results may take shape during the expedition itself: training programmes, workshops, buildings and facilities, donated equipment, education programmes and botanical reference collections are all examples.

All expeditions and reports will of course be different. The nature of the report will depend on the aims and scope of the expedition, who it is aimed at and the means of publication. This chapter aims to show how best to produce the report. Our advice is based on reading thousands of expedition reports lodged for reference with the RGS-IBG Expedition Advisory Centre and on producing expedition reports ourselves.

### THE FORM OF THE REPORT

In most cases, it is appropriate to produce one comprehensive printed report, typically well within a year of returning. In some cases, however, two or more reports may be more suitable. You may, for example, be trying to reach very different audiences: one summary report for sponsors and one full scientific report for people who could benefit from your research. If post-fieldwork identification, analysis or labora-

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tory work is needed, your results may not be available until long after the expedition: produce as detailed a report as soon as possible after the expedition, and follow it with the full findings later.

Where English is not the first language, your results will be much more accessible and effective if you publish one version in the language of your host country and one version in English.

### Web and CD versions

Many word processors and page layout programs can convert documents into HTML or into Portable Document Format (pdf) for publication on a website. This has the advantages of easy access, low-cost distribution, full colour and easy updating. However, remember that internet access may be slow and expensive from your host country and is almost certainly impossible from remote field locations. Find a site willing to host your web pages over a long period, e.g. in a university, ask whether your department would be willing to host your expedition web pages.

Producing a CD-ROM has the advantage of being easily sent by post and not needing an internet connection. HTML or pdf might be an appropriate format, because it requires only a web-browser or reader (which may be copied on to the CD too) for access, rather than any special software. If your main partners in your host country do not already have suitably equipped computers, you might be able to donate a system; discuss in advance what would be appropriate.

Despite the advantages, digital reports should be produced only as *additions* to the printed report. The printed version remains the most useful publication, easy for its recipients to refer to and available through libraries.

## REPORT CONTENTS

### Cover and title page

An attractive (not necessarily lavish) cover will make a good first impression and make the report more tempting to read. The title page information can be included on the front cover or as a separate first page. The following should be given.

- *Title*: the title is immediately informative if it includes the name of the institution organising the expedition, the country visited (and possibly the area) and the year of the expedition, e.g. "University of Wales Svalbard Glacier Survey 2002: Final Report".
- *Location and dates in the field*: the country, location, dates in the field and participating organisations should be given as the subtitle, if they are not already in the main title. Sometimes the locality name is given, but the country name is accidentally overlooked!

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- *Aim*: if the expedition's work is not already apparent on the front cover, it might be useful to state the overall aim, summarised in a short sentence (say 10–15 words).
- *Author(s) and/or editor(s)*: these details should be included.
- *Permanent contact address, email and website*: readers wishing to find out more or planning their own expeditions to the same area may well want to get in touch with you. Use as permanent a contact address as possible.
- *Year*: you need to include the year in which the report was published.

Finally, don't forget the word "Report" (or whatever description is suitable). It is surprising how many expedition publications don't state what they actually *are* on the cover!

### **Contents page**

A list of contents, with section titles, subtitles and page numbers, is invaluable for readers. It will also probably avoid the need for an index. The contents list is usually on a page of its own.

### **Abstract or summary**

This is extremely useful for those who have time only to glance through the report and for anybody needing a summary for a library or other information system. The abstract should be around 200 words (one or two paragraphs), written very clearly, summarising the report with a statement of the expedition's aims, fieldwork and achievements. If plans changed (e.g. for political or security reasons), or progress was different to that expected, brief details should be given here.

It is useful (and courteous) to translate the summary into the language of the host country. Indeed, if your expedition makes findings or recommendations that may be useful to non-English speakers in your host country, consider translating the whole report.

### **Introduction and map**

This provides background information to the expedition. How did it arise? What were the main issues involved? Who were the key partners? What was its motivation? And what were the expectations? For the reader, this puts the rest of the report in context, and is matched at the end by the conclusions.

This is also a good place to include a location map and a general map of the area. More detailed maps can go into relevant sections of the report.

### **Expedition members**

List the expedition members, giving brief details of their relevant experience (e.g. academic status, qualifications, climbing experience) and their main roles in the

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expedition. With a young persons' expedition, an indication of the age group or individual ages is helpful.

**Fieldwork and research**

For research expeditions, this is probably the most important part of the report. Here are the results that justify all the expedition's logistic and scientific efforts!

If you carried out several projects during the expedition, it is probably clearest to present these separately. At the end of all of them, give an integrated set of conclusions – one of the great benefits of expeditions is their ability to draw conclusions from multidisciplinary studies.

You might follow the form of a scientific paper: starting with the context and questions of your project; describing your methods in a way that would allow, in principle, the project to be repeated; presenting the results; and finishing with a discussion and conclusions. Indeed, this format can be adapted to almost any type of expedition, not just scientific ones.

**Background, planning and aims**

- What was the background to the project?
- Who helped you put the project together?
- What was the aim?
- Which area was chosen for study, how and why?

**Methods: fieldwork and follow-up**

- Give details of field methods: sampling, collecting, observing, recording, etc.
- What difficulties or useful innovations did you find?
- Did you have to modify your project or techniques in the field? Why and how?
- Did any opportunistic projects arise?
- How did you process and analyse your field data?

**Results**

- Present and describe the results arising from the fieldwork and analysis, with tables, graphs and pictures where suitable.
- Large sets of "raw" data can be provided on an accompanying CD-ROM or by request, with a summary printed in the report.
- Report other incidental observations, e.g. climate, bird sightings.

**Discussions and conclusions**

- What did the results show? Were your original questions answered?
- How do your results compare with other work in the same or other regions? How do they fit into a wider context?
- What are the key conclusions? These might relate to the results themselves, to

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the methods or to other achievements of the expedition.

- Provide accurate, detailed and specific conclusions, avoiding general inferences, interpretations and recommendations (tempting though they are!).
- What were the major limitations of the project? What caveats apply to the conclusions?
- Expeditions often return with more questions and ideas than they started with: what follow-up work might be useful? Could any studies be continued, e.g. monitoring or conservation projects?

### **Adventurous activities**

Many expeditions' achievements are adventurous, such as mountaineering, canoeing, caving or trekking, and some research expeditions will also have an adventure element. For these expeditions, the report is important both as a record of their achievements and to help others following them. Give details of the area, the environment, your aim and objectives, and the planning and achievements. The full account of the expedition's day-to-day activities and accomplishments often takes the form of a diary or log (see later).

### **Administration and logistics**

This should give insight into the process and problems of planning and executing the project. It will be of great practical help, particularly to those undertaking similar projects in the future. Include a note of any unforeseen difficulties and how they were overcome.

Listed below (in no special order) are some headings that you might wish to include, as appropriate. Most of these require no more than one or two paragraphs:

- *Destination area*: the aim isn't to write a comprehensive guide to the area that you visited. Instead, give details that could help others but that are not found in guidebooks and previous expedition reports. The bibliography can refer to other information sources. Very detailed information (such as packing lists or financial details) can be put into appendices to avoid cluttering the main text.
- *Research materials and information sources*: which maps, aerial photographs and satellite images did you use? Where did you obtain these and other materials? Any particularly useful books, libraries, websites or advisers?
- *Training and equipment testing*: what form did these take, and where were they carried out? Were they effective?
- *Permission and permits*: how were research permits and visas obtained? How long did the process take? Was special customs clearance needed for export or import of equipment and specimens? This information can be particularly useful to future expedition planners.
- *Fund-raising*: what methods did you employ? Were they successful? What

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- recommendations do you have to make? Who were your key backers?
- *Finances*: how did you manage your accounts? How did you transfer money to and from your destination? The expedition accounts may not have been closed when the report is written, but still summarise the income and expenditure to date. For reports being sent to funding bodies, this is essential.
  - *Insurance*: what did you insure, with whom? Was the company helpful? Was the policy sufficient? How much did it cost? What claims were made and settled?
  - *Travel, transport and freighting*: how did you and your equipment reach your destination? What transport was used locally? For example, mention fuel availability, accessibility, and use of porters and guides. Give details of specialist companies, such as freighting or vehicle hire.
  - *Food and accommodation*: did you buy food locally or bring it with you? Was it good? What water supply did you use? What accommodation arrangements did you have, both in transit and in the field?
  - *Communications*: how did you communicate with your host-country partners pre-expedition? Did you use any field communications such as VHF radio or satellite phones? What local mail, telephone, fax and email facilities were there?
  - *Specialist equipment*: in particular, mention new ideas and techniques and any equipment that the expedition may have designed. Special equipment for a particular environment should be mentioned.
  - *Risks and hazards*: what potential risks did the expedition face? How were these assessed? Did they affect plans and did any problems arise? For example, insects, vehicle travel, flooding, mud slides, political instability, water quality, theft. If you did a formal risk assessment, publish it and say how you would modify it in future. Be honest about any near misses. Could they have been avoided?
  - *Medical arrangements*: give details of medical personnel on the expedition, medical equipment that you took and supplies, facilities for emergency evacuation (telephone, radio, doctor, airstrip, hospital, etc.). Describe preventive medicine, inoculation procedures, and any illnesses and treatment.
  - *Environmental and social impact assessment*: what pre-expedition assessment was made of its impacts? Were they monitored in the field? Did any impacts result? Were they significant? What recommendations would you make? Factors might include fuel/wood burning, construction, planting, vehicles, and cultural, political and economic effects on local communities.
  - *Itinerary*: if the expedition has been working in several sites or has been a journey (walking, vehicle, boat, etc.), details can be given here, or included in a separate diary or log section (see below).
  - *Photography, sound-recordings, video and film*: permission needed; any

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particular problems; types of film suitable for the area; equipment used; what pictures were taken, for what purpose; where copies are held and how to obtain them.

### **Diary or log**

For expeditions undertaking long journeys, this may form the major part of the report. For expeditions based at one site, it will probably be quite short and should be kept distinct from the research sections. Details can include: dates, distances, sites, routes, travel arrangements, and features such as bridges and petrol stations. Detailed maps are invaluable here.

### **Conclusion**

The conclusion summarises the main text and makes clear the lasting contribution of the expedition. It answers the questions raised in the introduction and adds any new information exposed by the expedition process. For a reader in a hurry, this is likely to be the section looked at first, so make it as clear and helpful as possible, perhaps numbering the conclusions. Themes to include are: did the expedition achieve its aim? What were its critical strengths and weaknesses? What were the key results or achievements? What is their wider significance and what benefit might they bring? What recommendations would you make? What supplementary projects could be done by future expeditions?

### **Acknowledgements**

Remember to thank everybody, individuals and organisations, who helped before, during and after the expedition.

### **Appendices**

These are used to develop points of detail not easily placed elsewhere in the text. For example:

- *Inventory of stores and equipment*: be selective and comment on those items that require notes in the light of your experiences. Add notes on their packing, how suitable you found them, customs problems, etc. If anything you took seemed unnecessary, or if there was anything that you had wished you had taken, mention this.
- *Summary of finances*: publish a full account of income and expenditure, audited if necessary.
- *“Raw” field data*: if large amounts of data were generated in the field, they should if possible be made available in the report, but not necessarily in the main text, e.g. animal distribution observations, plant collections or stone size measurements. Summary tables and statistics can then be used in the main text.

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### **Address list and web links**

An annotated list of useful names, addresses and websites will become a great resource for those following you.

### **Bibliography**

List the books, articles, websites, expedition reports, etc. that you used, highlighting the most helpful ones. Also list other publications and products from the expedition, as well as papers being prepared for publication by expedition members.

### **Distribution list**

List where copies of the report have been lodged for reference by future expedition leaders and others, and where the report can be bought.

## **PRODUCTION AND PRINTING**

The various stages of producing the report usually involve the following: initial outline of contents (as covered earlier in this chapter); writing, editing and checking text and illustrations; design and layout; production of final copy digitally or on paper; printing/reproduction; collating and binding; and distribution.

### **Writing the report**

Above all, bear in mind who will be reading the report and the information that you are conveying to them. Unless you are producing a technical report for an expert readership, write and design it with a general readership in mind. This process not only clarifies your own thinking, but also means that far more people will read it and find it useful.

Make sure that acronyms are fully explained and use the full name for the first occurrences. Explain any specialised procedures and terms, and keep the language as simple and concise as possible. Use suitable headings and avoid long rambling paragraphs: think of one theme per paragraph. Short sentences are better than long ones.

When the text is complete, leave it for a few days before reviewing and revising it. If possible get an independent person to read through the text too, asking them to comment on the style and perhaps the content. Finally, go through the report several times again, each time looking critically at one aspect such as logical sequence, punctuation and layout.

We are assuming at this stage that you are preparing the report on a computer. You may well have contributions from team members in your host country. In this case, make sure that they have suitable facilities for producing their sections. Donating computer equipment could help tremendously with this task.



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### **Design and layout**

For a long document such as a report, finalise the text and figures as far as possible before starting on the final formatting and page layout. It's tempting to do the formatting as you go along – but this almost invariably leads to lots of time wasted by changing pagination and layouts as you make small edits to the text. It is quite possible, however, to make the main design decisions in advance: page size, margins, line spacing, heading and text styles, running heads and whether colour will be used.

Think carefully about the overall design. Is it easy to read? Do chapter headings and page headings help readers know where they are in the report and encourage them to read more? Do the design and illustrations help emphasise the important aspects of the expedition's work and expand on items in the text? Look closely at the design of other books, articles and reports; choose the best ideas!

Check carefully for consistency, both in the design and in the text itself. This applies to features such as bibliographic references, abbreviations for units, spelling of place names, chapter names, section headings and page numbers.

However you design the report, don't forget to include page numbers. Without these it is incredibly difficult to make bibliographic references to the report and to catalogue it in a library.

### **Choosing a printing method and printer**

Deciding how the report will be printed and who will do it is best done as early as possible, perhaps even before the expedition leaves. You will need to budget in advance for the work and know what deadlines to aim for. Knowing how the report will be printed will help greatly with preparing it in a suitable format, whether on computer or on "hard copy".

The method used for reproducing the report depends on:

- the budget
- the number of copies that you need
- the facilities available to you
- the length of the report
- features such as page size, colour printing, binding, recycled paper, etc.

Write these down; discuss them with a variety of printing companies; and get estimates for the cost of the work. Ask the printer to explain where the major expenses lie and if necessary where savings may be made, e.g. by using a different page layout or smaller type size to reduce the number of pages, or printing photographs in greyscale instead of colour.

Most universities have print or reprographic services, which often offer prices well below the commercial rates. They are usually easily accessible, able to offer friendly advice and familiar with the latest reprographic technologies. Indeed, a good rela-

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tionship with the university or one of your major sponsors from the start of the expedition might result in their paying for the printing and even distribution of the report. From the point of view of the university or other organisation, your high-quality report is good for them too.

**Digital copying**

Most printing bureaux and university printers use high-quality digital copiers for documents such as expedition reports. These copiers work in black and white and are efficient for print runs from just a few copies up to a few hundred copies. Any text, maps, diagrams and line drawings that are in black and white can be reproduced well using this method.

Typically, material to be printed can be accepted either in digital form (as computer files) or as hard copy (on paper). In principle, supplying digital files provides a more direct and efficient process. In practice, there are several potential pitfalls: close liaison with the printer is needed well in advance of printing and preferably before you start work on the report.

Here are some particular issues highlighted by one university printer to whom we spoke:

- **Printer drivers:** a report designed using a common laser printer driver can look different when printed with a driver for specialist copying equipment, e.g. small changes in line lengths can result in drastic changes in pagination. Be sure to obtain the right driver first from the printing company.
- **Fonts:** again, small differences in fonts on different computers can greatly change page layouts, so be sure that exactly the same font files are being used.
- **Software and file formats:** check which program and version you should use for compatibility with the printing company. Alternatively, they might accept more generic formats such as Postscript and pdf.
- **Greyscales:** a certain level of grey (e.g. 10 per cent) in a photograph or diagram may be easily visible when printed on a particular laser printer, but can be almost invisible when printed on other equipment. Seek advice on levels of grey to use.

As a result of these and other potential pitfalls, some printers prefer work to be given to them as hard copy. Typically, this will take the form of your own print-outs from a laser printer – the best that you can get access to and using good quality paper. You can then be certain that the page layout and diagrams, graphs, tables and photographs appear correctly. This method also allows hand-written, typed or other paper material to be incorporated easily.

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### *Photographs and greyscales*

Photographs can be reproduced well in black and white on digital copiers and most photocopiers. Ask first whether you need to carry out any screening – this is a process of converting a photograph from a continuous range of colours into a pattern of tiny black dots, the different sizes or spacing of which give the impression of grey tones. The same process of screening applies to anything else in the report that uses shades of grey (also called greyscales) rather than just black and white; graphs, diagrams, text or lines may all contain grey. Without screening, greyscales usually come out as murky patches of black and white.

If you are submitting hard copy that contains greyscales, the screening may be done by your laser printer. In this case, check with the printing company what screen settings to use in the printer driver software, e.g. screen frequency and angle. If the hard copy contains photographic prints, these will be screened by the printing company.

If you are submitting photographs in digital form, take care to choose a suitable resolution. Around 150–200 dots per inch (dpi) is suitable, where the inch refers to the size of the final output on paper rather than the size of the original picture, e.g. using 150 dpi, a photograph to be printed at a size of 3 × 4 inches should contain approximately 450 × 600 pixels. Many scanners use far higher resolutions, creating files that printing companies don't like because of their size and slowness in printing. Most scanning software allows you to specify the resolution of output files, while resolution can also be decreased to a suitable level using image editing software (a process sometimes called re-sampling).

### *Colour pages*

Colour photocopying provides an easy way of including colour pages in the report to show maps, photographs, etc. The colour pages can be inserted at specified positions into the main document by the printing company before it is all bound together. This method can also be used to create an impressive colour front cover, in which case the colour copying should be done using as heavy a paper or card as possible. A clear acetate sheet can then be bound in at the front to protect the cover.

### *DIY laser printing or photocopying*

If you have a very small number of reports to produce and you have easy access to a laser printer or photocopier, you could print the reports yourself. This depends on how many copies you need, how long the report is, and how much (if anything) you pay to use the laser printer or photocopier. A university department or an expedition sponsor might be willing to help by providing free facilities. Colour pages, including the cover, can be printed on an inkjet or colour laser printer and manually collated into the main document. Many offices and departments have simple comb binding or thermal binding machines, which you could use, or you might have the binding done at a print bureau or university printer.

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**Binding**

A word on binding the report. All the previous hard work and organisation will be of little value if the report falls to pieces. This means having a good binding. There are a number of bindings. The simplest method of doing this is to use staples along one side, suitable for up to about 15 sheets, but a more professional binding will improve the appearance, durability and ease of handling. Plastic comb binding or metal wire binding is relatively cheap and allows the report to lie flat when opened. Although wire binding is the slightly more expensive of the two, it is more durable. Adhesive thermal binding and bar binding are inexpensive alternatives, although they are more liable to break. Sewn binding is used for high-quality, more expensive publications.

**Offset litho printing**

If you're in the happy position of having a large budget for printing or have found a friendly printer as a sponsor, offset lithographic printing might be an option. This method is good for large print runs, for high-quality black and white or colour printing, and for book-style publications.

Offset litho printing involves printing with plates, made from either hard copy (print-outs, photographs and slides) or digital files. Single-colour printing uses just one plate, whereas high-quality full-colour printing is usually achieved with four different plates, each using a different colour of ink.

**Note**

When computers were starting to be widely used for report production, a *Cambridge Expeditions Journal* editor commented that "computers do not save time but merely extend one's range of options!" This might be a sceptical view, but do not lose sight of the report's aim: to convey information. With this in mind, there may be times when it is best done simply.

**DISTRIBUTION**

For the expedition to have the most useful impact, think carefully about who has helped you and who might benefit from having the report. When that is done, the distribution requires plenty of time, money and organisation: decide on storage, packaging, sales, dispatch, and the budget for postage and packing. Be sure to record exact names and addresses of potential recipients in the host country before you leave it. Likewise, keep a careful record of to whom copies have been sent.

As well as your own list of collaborators, supporters, helpers and beneficiaries, copies should also be sent to some or all of the following:

- Legal Deposit Office, The British Library, Boston Spa, Wetherby, West

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Yorkshire LS23 7BY (obligatory for UK publications: see [www.bl.uk/about/policies/legaldeposit.html](http://www.bl.uk/about/policies/legaldeposit.html))

- As this Handbook went to press, legal deposit legislation was being extended to *electronic* publications too; check [www.bl.uk](http://www.bl.uk) for updates
- Relevant libraries, ministries, organisations and individuals in the host country
- Royal Geographical Society (with the Institute of British Geographers)
- University and other relevant specialist libraries, such as the Scott Polar Research Institute, the Alpine Club and the British Mountaineering Council.

**PLANNING THE REPORT**

Planning is the key to producing a good report in good time. It is surprising how much can be done before the expedition departs. All expeditions will of course be different, but this hypothetical time-table shows the main stages (Table 33.1).

**TABLE 33.1 SUGGESTED TIME-TABLE AND ACTION PLAN FOR PRODUCING THE EXPEDITION REPORT**

*January and February*

- Start liaising with your partner organisations at home and in the host country about the project, its results and useful products.

*March*

- The expedition's aim, team, destination and collaborators have all been arranged by now.
- List the main products you expect from the expedition.
- Decide what sort of report will be most suitable and what it should achieve.

*April*

- Appoint the report editor, a key member of the team. This is perhaps *the* critical step in planning, as everyone knows from now on who has responsibility for everything to do with the report.
- Editor produces a time-table for the report.
- Draft table of contents; distribute to all partners for comments and agreement.
- Decide who will produce each section of the report.

*May*

- Draft list of recipients: who and how many.
- Give thought to the design of the report: how many pages, page size, photographs, colour or black and white, cover design.

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- Estimate the cost of printing and distribution: obtain estimates from printers, and seek sponsorship for printing.

*June*

- In planning your fieldwork, allocate a week at the end, before you return home, for writing the preliminary report.
- Assemble equipment for recording and report writing to take with you.

*July*

- On arrival, plan a place and time to work on the preliminary report and check on local copying facilities (photocopying is inexpensive in many countries, often 1 or 2p per page).

*July–September*

- Fieldwork: keep up to date with recording everything that might be used in the report and transfer data on to computer, e.g. daily log, species lists, GPS readings, descriptions of methods.

*September*

- Before leaving, write your preliminary report.
- Distribute it to all your contacts in the host country.
- Email or post the report to sponsors, helpers and other contacts at home and elsewhere – they will be delighted to receive a short, efficient report from the field.

*October, after returning*

- Develop and distribute your preliminary report.
- Update your website with news of the expedition's progress and the preliminary report available for download.

*November and December*

- Team members, at home and in the host country, write their sections.
- Prepare design and stylesheets.
- Prepare maps and photographs.
- Make final arrangement with printers.

*January*

- Deadline for each section.
- Editing and layout.

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### *February*

- Last sections, e.g. conclusions, abstract, bibliography, acknowledgements, finances.
- Final edits – and spell-check! Careful proofreading by editor and authors; if appropriate ask an adviser to comment.

### *March*

- Send everything to be printed.
- Prepare packaging, labels.
- Prepare covering letters, presenting the report and possibly inviting comment, suggestions and participation for further development of the project.

### *April*

- Stagger to the post office.
- Make arrangements for storing extra copies, sending them out if requested, and responding to feedback from the report.

### *May*

- Almost ready for the next expedition!

## EXPEDITION REPORTS AND DATABASE

The Royal Geographical Society (with the IBG) houses a unique collection of expedition reports. Over 3500 reports contain details of the achievements and research results of expeditions to almost every country of the world. The catalogue of these expedition reports, and over 7500 planned and past expeditions, are held on a database maintained by the RGS–IBG Expedition Advisory Centre. The database provides contact with a wide variety of sporting, scientific and youth expeditions from 1965 to the present day, enabling expedition leaders to share their experiences and expertise.

Expeditions and field researchers are encouraged to consult the expedition reports as early as possible in their planning because they contain much useful advice on every aspect of planning an expedition and field research project.

Please consult the Expeditions Database at [www.rgs.org/expeditionreports](http://www.rgs.org/expeditionreports) to identify the reports that you wish see, and email [eac@rgs.org](mailto:eac@rgs.org) for an appointment.

## CONCLUSION

The expedition report collection at the Royal Geographical Society (with the IBG) is testament to the achievements of over 3500 small expeditions. Your report will be a lasting record of your work and invaluable to future expedition planners. It is well

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worth taking the time to get it right, because the report will reflect what you have achieved. Take care with presentation and layout. As with all aspects of the expedition, it is important to plan the report right from the initial stages. Remember that, above all, the aim of the expedition report is to share the results of your expedition clearly and usefully to as wide an audience as is possible.

### **FURTHER INFORMATION**

Other collections of past expedition reports are held by:

**The Alpine Club's Himalyan index.** Website: <http://himalaya.alpine-club.org.uk/>  
A comprehensive record of expeditions to Himalayan and Karakoram peaks over 6000 m.

**British Mountaineering Council Expedition.** Website: <http://www.thebmc.co.uk/world.htm>

**BP Conservation programme.** Website: [www.conservation.bp.com](http://www.conservation.bp.com)