

Reports and Publications

AMSODE uses a consistent editorial system for activity reports, project briefs, thematic publications and documented stories of change. Layout examples must never be presented as actual operational results.

8.1 · Editorial and production requirements

Every publication must be identifiable, legible and verifiable. Reported findings come from checked data; photographs must comply with consent and safeguarding rules. Editable Word files are the working templates, PDF files show the intended appearance, and web previews explain the layout.

Covers and inside pages

Reports and publications use a stable grid, hierarchical headings, a discreet header, properly documented captions and a consistent footer. Photographs must be authorised for the intended publication and audience.

Data and results

Every indicator must identify its period, coverage, unit and source. Never present sample figures or design placeholders as measured AMSODE results.

Stories and thematic publications

A Success Story follows the AMSODE template: context, intervention, observed results, outlook and captioned illustrations. Testimonies must retain the meaning of the words actually recorded and must be used with permission.

8.2 · Editable Word templates

Approved model	Main components	Working format
Institutional report	Cover, table of contents, activities, documented results and annexes.	Editable Word + PDF preview
Project brief	Context, objective, activities, indicators and documented partnerships.	Editable Word + PDF preview

Approved model	Main components	Working format
Success Story	AMSODE framework: context, intervention, changes, testimony and publication rights.	Editable Word + PDF preview

Use the approved model to prepare the document, then replace all placeholders with verified project information and complete the necessary editorial checks. The HTML previews may be viewed in the browser but are not offered as downloadable files.