multipulm

Accessible, integrated care for people with multiple chronic conditions



Date: Sept 12, 2025

MP Official Deliverable Title

Author: Name Surname

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Document Information

List of Contributors	
Name	Partner
Name Surname	Beneficiary short name

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0.8	dd/mm/yyyy	Deliverable Leader (Organisation short name)	Version ready for internal review
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0.95	dd/mm/yyyy		Quality assurance check
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List of Acronyms

Insert here all the acronyms appearing along the deliverable in alphabetical order.

Abbreviation/acronym	Description
EC	European Commission
Dx.y	Deliverable number y belonging to WP x
WP	Work Package

Executive Summary

The following text is a generic guideline for the authors to produce the Executive Summary section. This text marked in purple should be deleted before submitting for internal review.

Please follow these guidelines:

- **Length:** please limit it to 1 page (2 pages in exceptional cases).
- **ALL deliverables** must have conclusions
- **Goal:** The Executive summary is not an "introduction" to the deliverable. The main goal of this section is to provide readers with a whole picture of the document (i.e. the Abstract section from the papers), so that they can understand the content of the deliverable at once without further reading.
- **Self-contained:** If there is any input coming from other deliverables, it must be mentioned here.
- **Motivation for the reader** (Recommended: 1 –10 lines):
  - What is the reason for being for this deliverable? Which challenges does it address?
  - What will the reader learn from it?
- Main results and findings (Recommended: 5 to 50 lines):
  - What are the main results achieved?
  - How does it contribute to the MULTIPULM context?
- Short conclusions (Recommended: 1 to 10 lines):
  - Key takeaway messages
- Style:
  - Please use a formal and practical writing style without jargon.
  - Do not use "We" when writing the Executive Summary.

1 Introduction

1.1 Purpose of the document

The objective of this subsection is to explain the objective of the document in alignment with the DoA and the project roadmap.

1.2 Relation to other project work

The objective of this subsection is to describe how the present document relates to the DoA, the project roadmap, as well as to other existing deliverables. This section could be the end of the document (before references) if you see fit.

1.3 Structure of the document

The objective of this subsection is to present readers/reviewers with the structure of the document, while presenting an insight before the core.

This document is structured into X major chapters.

Chapter 2 presents...

Chapter 3 presents...

2 Title Styles

Add your text here.

2.1 Title 2.1

Add your text here.

2.2 Title 2.2

Add your text here.

2.2.1 Title 2.2.1

Add your text here.

2.2.2 Title 2.2.2

Add your text here.

2.2.2.1 Title 2.2.2.1

Add your text here.

2.2.2.2 Title 2.2.2.2

Add your text here.

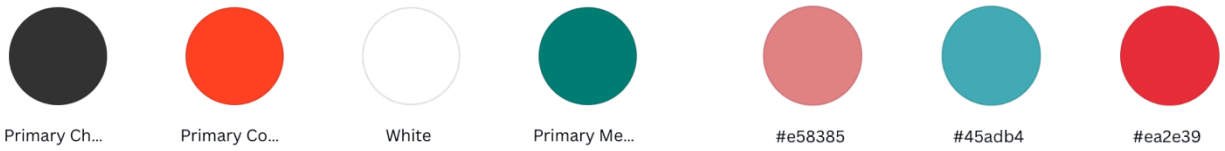
2.2.2.2.1.1.1.1 Title 2.2.2.2.1

Add your text here.

3 Managing the formats of the template

This section includes format examples to follow - please delete these examples when starting the deliverable.

Template Colour palette:



This is the colour used for this template. The colour should change when adapting the template to each project, to respect each graphical identity (logo).

This is an example of text: Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

3.1 How to manage Tables

This is an example of a table:

- Captions are always on top.
- Check that the table header repeats at the top of each page if the page breaks across pages.
- Update the list of tables at the beginning of the document. Check that the numbering sequence is correct.

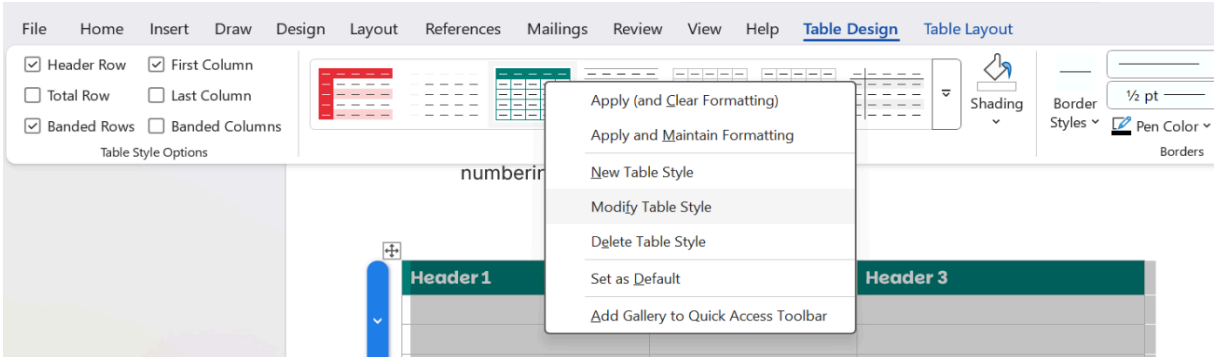
Table 1: Table title

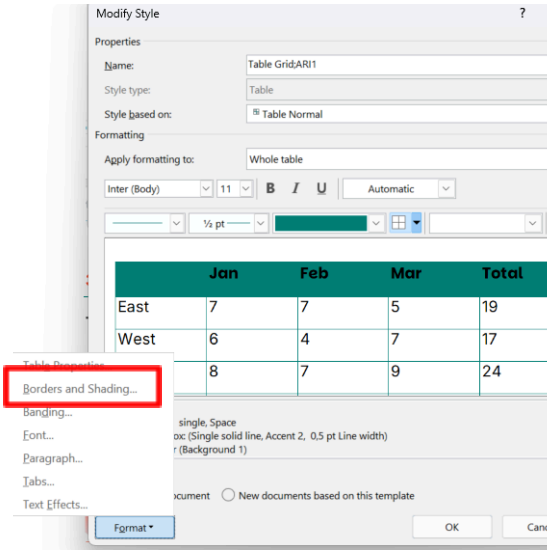
Header 1	Header 2	Header 3

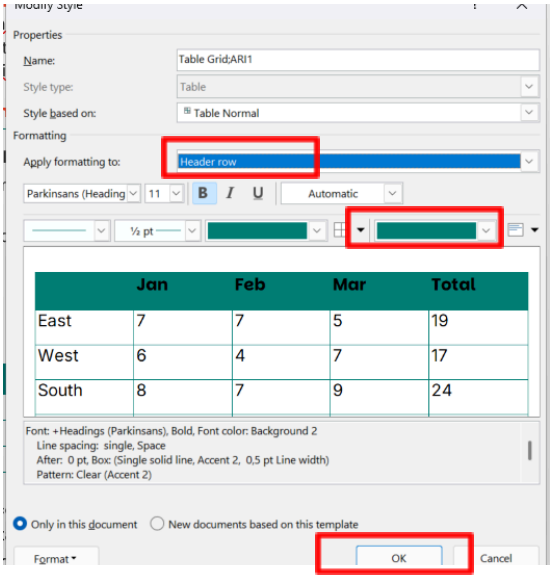
How to change the colour of the default table for the template:

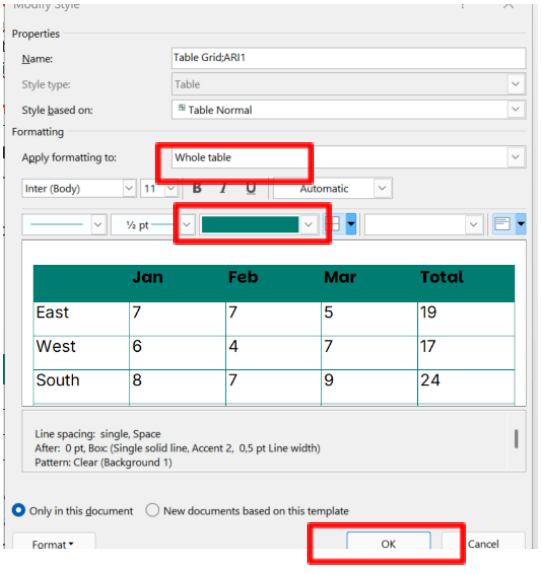
1. Insert any table
2. Select the default table and, with the right button, modify

3. Modify the colour of the border and the header row
4. Make sure the header row font is white and in bold.









3.2 How to manage Figures

This is an example of a Figure:

- Captions are always at the bottom.
- Update the list of figures at the beginning of the document. Check that the numbering sequence is correct.
- Always use the automatic numbering format for figures as provided in the caption of the figure below



Figure 1: Figure title

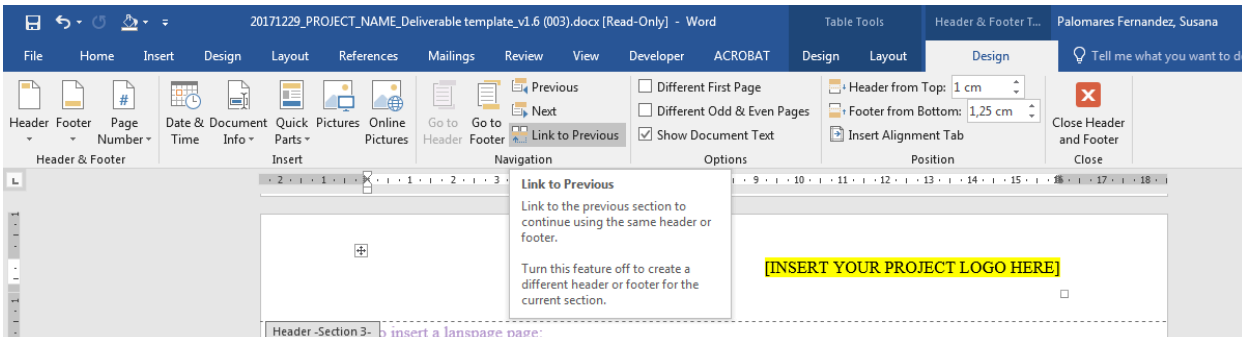
Figure source: [**1**] – [Please include a cross-reference here of the external image source in case of copyrighted images]

3.3 How to insert a Landscape page

Insert a new section twice: Layout/Breaks/Next Page (the page must be a section itself. An “extra” blank page will be created)

Click on the Header and the Footer of the page you want to be landscape and unselect **LINK TO THE PREVIOUS.**

Click on the Header and the Footer of the NEXT page you want to be landscape and unselect **LINK TO THE PREVIOUS**.

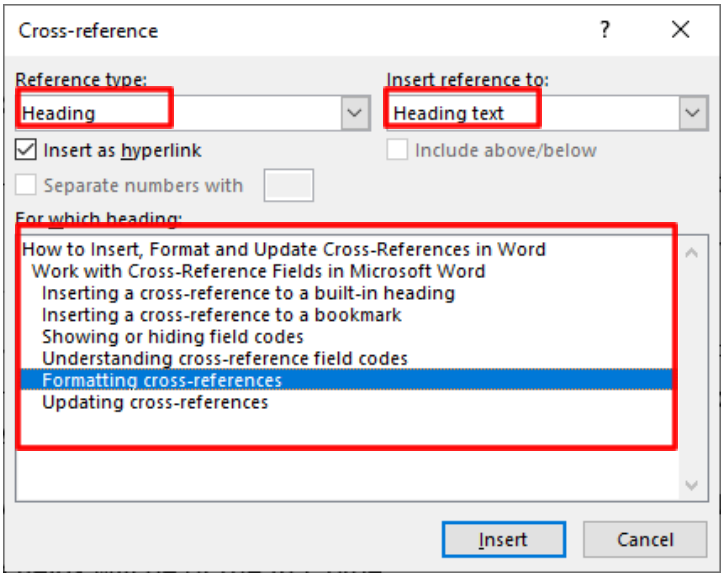


1. Delete the “extra” blank page
2. Change the layout to landscape: Layout/Orientation/Landscape

3.4 How to create References

3.4.1 Cross-reference

1. Go to the Reference section and add your reference following the provided model and style.
2. Place your cursor in the main text where the cross-reference should be inserted.
3. Click **Insert | Cross-reference.** *A* **Cross-reference**[1] *A dialogue box will appear.*
4. Click the **Reference type** drop-down and select the type of object you want to provide a cross-reference to
5. Click the **Insert reference to** drop-down and select the information to be displayed in the cross-reference field
6. Available headings, captions or footnotes will appear. Select the item you wish to reference
7. Click **Insert**



This is an example of cross-reference: Figure 1.

All external references (Reference chapter) must be cross-linked in the text. [**2**] [**3**] [**4**] [**5**] With automatic fields generated from "Citations & Bibliography" → "Manage Sources".

[1] For further info, please refer to: https://support.office.com/en-us/article/Create-a-cross-reference-300b208c-e45a-487a-880b-a02767d9774b

This is an example of a footnote: Text[2].

[2] Footnote MUST be used only for additional clarification on the text provided. **Not for references** on links or documentation used (please use the references instead).

4 Conclusions

The following text is a guideline to provide conclusions – please delete this section before sending for internal review.

Please follow these guidelines:

- **ALL deliverables** must have conclusions (only in exceptional cases can it be avoided – management reports).
- Include the main conclusions reached in this document (challenges addressed and not addressed).
- If applicable, include the main results.
- Include information concerning the tasks/deliverables that require input from this document (i.e. the results of this document will be used as input in the following deliverables...).
- Include the following steps to take in the project to follow up on the work presented in this deliverable, and in alignment with the project roadmap.

References

[1] Web Site Title (i.e. WITDOM). [Online]. web url (i.e. http://www.witdom.eu/deliverables)

[2] First Name Initials Surname, "Title (i.e. The power of peers)," vol. Volume (i.e. 2), no. Issue and pages (i.e. 2 - 57-63), Year of publication (i.e. 2002).

[3] First name initials (i.e. Cain, A., & Burris) Author Surname. (Year of publication or most recent update (i.e. 1999)) Name of Web Site (i.e. Research WebSite). [Online]. Website URL (i.e. http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm)

[4] First name initials (i.e. Levenstein, H. A.) Author surname, *Title (i.e. Revolution at the table: The transformation of the American diet)*. City (i.e. Berkeley): Publisher (i.e. University of California Press), Year of publication (i.e. 2003).

[5] First Name Initials Lead Author Surname, "Project name, deliverable number and title (i.e. WITDOM. D2.2 - Functional analysis and use cases identification)," Year (i.e. 2015).

This section contains the references that underpin your claims, along with the deliverable.

Here you can find the format to follow for references and some examples. References must be used by means of a cross-reference. See example added in section 3. Remove these lines from your deliverable. Reference style "IEEE Reference Order".

Annexes

Add your text here.


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with multiple chronic conditions