

## Preparing research summaries for The Collaborative Library

### Guidance for EKA researchers

The Collaborative Library (TCL) makes peer-reviewed research accessible through plain-language summaries. This guidance explains how EKA researchers can prepare a written summary or video for readers and viewers outside their specialist field. [Explore how TCL works.](#)

Researchers prepare and check the content, then send the materials to EKA contact person for TCL - **Anna Strazda** (e-mail: [anna.strazda@eka.edu.lv](mailto:anna.strazda@eka.edu.lv)). The contact person coordinates communication with TCL and submission. Researchers do not need to follow a platform upload procedure in this guidance.

The preparation targets below are suggested EKA working recommendations. TCL requirements are identified separately and should be checked against the linked guidance when materials are prepared.

### 1 Choose a publication and identify the audience

Select a peer-reviewed publication with a clear message that could interest people beyond academia. Identify who would benefit from understanding it, for example educators, managers, students, policymakers or members of the public. Explain one publication at a time and focus on its main contribution.

Keep the full reference, DOI or persistent link, author names and affiliations ready. A theoretical paper should be explained through its central ideas and proposed contribution; an empirical paper should explain what was studied and found. [Read TCL's author guidance on eligible research.](#)

### 2 Check the publication licence and supporting materials

TCL's guidance lists CC0, CC BY and CC BY-SA as suitable licences for the source publication. If the relevant version has another licence or no applicable licence, TCL requires written permission from the copyright holder covering the intended use, including commercial use. Any applicable embargo must have expired. [Watch TCL's video on permissions.](#)

- Record the licence and link to the publication version it covers. Free access to an article does not itself establish reuse permission.
- Check rights for figures, photographs, music and other material separately. Keep source links, licence details, required credits and any written permissions. [See the permissions section of TCL's author guidance.](#)
- If permission is unclear, send the details to the contact person before recording or preparing final visuals. Authorship alone should not be treated as confirmation of reuse rights.

### 3 Decide what to prepare

Prepare the main contribution in English. Choose a written summary or a video summary. A video should be accompanied by a separate full written summary. Agree any additional format in advance. [See TCL's format and language guidance.](#)

## 4 Prepare a plain language summary

Write lay summary for a reader who is interested in the topic but has no specialist knowledge. A useful EKA working target is 500–800 words for a written summary. This is a suggested preparation target. [See TCL's written guidance on summary length.](#)

Use the following questions to organise your text. They are prompts, so you can combine them into a natural narrative. [Watch TCL's video on creating a high quality lay summary.](#) [Read the accompanying written guide.](#)

### A clear title

Use a short, accurate title that communicates the topic or asks a question the research addresses. It can differ from the original article title.

### Why does this matter

Begin with the problem and explain who it affects. Give the reader enough context to understand why the research was needed.

### What did the researchers want to understand

State the main research question or aim in one or two sentences.

### How was the research carried out

Briefly explain the approach, setting and, where relevant, participants or data. Translate technical methods into everyday language. For a conceptual paper, explain how the argument or framework was developed.

### What are the main findings or ideas

Select two or three central messages. Explain what they mean before adding numbers or methodological detail. Distinguish findings from proposals and interpretation.

### What do the findings mean in practice

Explain the possible relevance to the intended audience. Use a concrete example where it helps, and make clear whether an application was tested or is a potential future use.

### What are the limitations and next steps

State the main limits in simple terms and explain what still needs to be explored. Keep conclusions proportionate to the evidence.

### How to write clearly

- Use your own words and short paragraphs. Explain necessary specialist terms when they first appear; avoid unexplained acronyms. [Watch TCL's Glossary and Jargon Buster video.](#)
- Prefer concrete examples and direct sentences. When describing your own research, use “we” where appropriate.
- Avoid promotional claims and exaggerated certainty. A relationship between two factors does not automatically establish cause and effect. [Watch TCL's video on common mistakes to avoid.](#)
- Ask someone outside your field to read the draft and describe its main message. Revise any passages they find unclear.

For example, “We asked students how confident they felt about using digital tools” is more accessible than “We assessed respondents’ perceived digital self-efficacy.” Use the simpler wording only when it accurately reflects what was measured.

## 5 Prepare a video summary

Use the same content structure as the written summary, adapted for speech. You may speak to the camera, narrate a few simple slides, or combine the two. Prepare and rehearse a script before recording.

Keep the explanation focused and allow time to speak naturally. The intended length should be 5-10 min.

- Briefly introduce yourself and your affiliation, then move to the research question and its relevance.
- Record in a quiet place. Position the camera at eye level, use steady framing and make sure your face or slides are clearly visible. [Watch Top 10 Shooting Tips on a Shoestring.](#)
- Make a short test recording and check the sound. Use large text and simple visuals; explain any chart aloud.
- Finish with the main takeaway and identify the original publication. Keep a separate editable script or transcript.

TCL's author guidance specifies English for the main contribution and recommends MP4 video with H.264 video and AAC audio. It also instructs authors not to add subtitles to the uploaded video, as these are generated through TCL and YouTube. Provide a clean video without embedded subtitles and an accurate transcript to help check captions. [Read TCL's technical and subtitle guidance.](#)

## 6 Check and send your materials to the EKA contact person

Check the summary against the original article. Confirm author names, numerical results and conclusions, and include the main limitations. Remove identifying or confidential information that is not authorised for public release. Acknowledge contributors, funding and relevant competing interests. [Read TCL's editorial guidelines.](#)

Send to the contact person the following preparation package:

- The written summary in an editable Word file, and the video file.
- The full publication reference and DOI or persistent link; names and affiliations of the summary creators.
- The source publication licence and any necessary permissions, plus credits and rights information for reused media.
- A few suggested search keywords, relevant funding and acknowledgements, and confirmation that the content has been checked for accuracy.

The contact person will coordinate any further preparation and the submission to TCL. If the material not meets the quality requirements or any important information is missing, the sending of materials to the EKA contact person does not guarantee publication.