

e-content for Rural Studies(RM&D)-II, PMIR-IV and MSW-IV CC-5 Unit-5

INTERPRETATION AND REPORT WRITING

An essential step in the research process is the interpretation of results and preparation of the research report. The entire data collected has no practical relevance till the time the findings are not interpreted in the light of problem being faced. It is through proper interpretation of result that the researcher can convey the obvious and latent relationships that underlie his findings.

INTERPRETATION: MEANING AND IMPORTANCE

Interpretation is the search for a more intense and broader meaning of the research results.

The interpretation of result refers to the explanation of what the results mean.

Interpretation is the search for a more intense and broader meaning of the research results. It is an explanation of the statistical results with the intention of establishing some new explanatory concepts and at the same time linking these results with some other previous findings or studies.

It assigns meaning to research findings and makes it open to implementation.

Interpretation is important because it brings out the usefulness and utility of research findings and makes it open to practical application.

PITFALLS IN INTERPRETATION

Interpretation is a difficult job demanding high degree of skill and objectivity on the part of the researcher. While interpreting the results the researcher should be alert and take certain precautions like:

(i) Firstly the researcher should ensure that the data available for interpretation has been collected through reliable sources and is valid.

(ii) The statistical methods used for data analysis must be looked into and the researcher should be satisfied that the appropriate methods have been used.

(iii) The sampling and non-sampling errors that have crept into the research process must be listed. Generalizations made on a very small sample size or errors in the editing, coding or tabulating process can severely damage the authenticity of data. Such errors would lead to errors of interpretation and which if committed would nullify the findings of even the best research.

(iv) A researcher should have a clear understanding of the problem.

(v) At the other extreme broad generalizations should also be avoided.

(vi) It has been seen that it is easier to interpret results that conform to existing theories.

(vii) Interpretation should not be left in the hands of inexperienced people. Objectivity, dexterity, professionalism are the qualities which a researcher interpreting the results should possess. Further, to the extent possible, interpretation should be done by people who have been associated with the project right from the beginning..

(viii) Lastly, interpretation should consider dynamism. The data of which interpretation has been done relates to a single point of time or period of time in the past and by the time the interpretation is done, things might have changed. Hence interpretation should be done keeping in mind the past, as well as the changed conditions.

STEPS IN WRITING THE REPORT

(i) Deciding on Report Format

(a) Logical pattern

(b) Psychological pattern

(c) Chronological pattern

(ii) Preparing a Report Outline

Once the approach to be used to analyse the data has been finalized and the same has been done, the next stage is of preparing an outline. An outline can be prepared according to two styles.

(a) **Topic outline.**

(b) **Sentence outline.**

(iii) **Preparation of Rough Draft**

(iv) **Rewriting and Refining the Report**

(v) **Preparing Bibliography**

(vi) **Writing the Final Proof**

This is the last step in the process of writing a report, it is nevertheless a crucial step. A good advice is that before you begin to start writing the final proof let the earlier draft be put aside for a day or two. This break allows the researcher to develop a fresh and a critical outlook to the refined draft. The final proof should be a crisp and objective statement displaying high degree of clarity and consistency. The end result should be attractive enough to inspire the readers to pick it up and should be interesting enough to retain their interest right through the pages. The final proof or the report should stimulate the readers intellectually and add to the knowledge of both the researcher and reader. As stated in earlier section, your report should imbibe all the characteristics of a good report.

PROCEDURE FOR WRITING A BIBLIOGRAPHY

Bibliography is a description of a book or any other secondary source related to research.

A bibliography is a description of a book or any other secondary source related to the research topic. In every research report a bibliography is an essential ingredient. Generally in most of the reports an enumerative bibliography is used which describes the author, title, publisher and the date of publishing of the book. A researcher may write an analytical bibliography which is more detailed in nature but is rarely used in research reports. It is advisable that the researcher keeps a track of all the material that he has referenced in the course of his research as this will serve as an input to making the bibliography.

There exists two styles of writing a bibliography, the American Psychology Association style called as the APA style and the Modern language Association Style or the MLA style. The basic difference between the two styles is that whereas the latter is used in the humanities and liberal arts whereas the former is used in social sciences.

APA Style

(a): For Books:

Author's last name, first initial. (Publication date). Book title. Additional information. City of publication: Publishing company.

Zikmund, W.G.,&Babin, B.J. (2007). Marketing Research. New Delhi: Cengage Learning India Private Limited

(b): For Encyclopaedia and Dictionary:

Author's last name, first initial. (Date). Title of Article. *Title of Encyclopedia (Volume, page)*. City of publication: Publishing company.

Bergmann, P.G (1993). Relativity In The New Encyclopedia Britannica (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica.

(c): For online periodical

Author's name. (Date of Publication). Title of article. Title of Periodical, volume number, Retrieved month day, year, from full URL

Kong, E. (2012) The Potential of Neuro-Linguistic Programming in Human Capital Development. The Electronic Journal of Knowledge Management, 10(2), Retrieved August 8th, 2012, from <http://ejkm.com/issue/download.html?idIssue=31>

MLA Style

(a) For Books

Author's last name, first name. Book title. Additional information. City of publication: Publishing Company, Publication date.

Zikmund , William G. and Barry J Babin. Marketing Research. New Delhi: Cenage Learning India Private Limited. 2007

(b) For magazines, newspapers and journals

Author's last name, first name, "Article title." Periodical title Volume #
Date: inclusive pages.

Sharma, Renuka. "Dividend Announcement and Informational Efficiency: A Sector Specific study On Indian Stock Markets. "Gyan Management, 4(2), July-Dec 2010: 79-92

(c) For Online Sources

Author's last name, first name (if available). "Title of work within a project or database. "Title of site, project, or database. Editor (if available). Electronic publication information (Date of Publication or of the latest update, and name of any sponsoring institution or organization). Date of access and <full URL>.

Kong, Eric. "The Potential of Neuro-Linguistic Programming in Human Capital Development." The Electronic Journal Of Knowledge Management, Vincent Riepire. March 2010, August 8, 2012, <<http://ejkm.com/issue/download.html?idIssue=31>>

Footnotes:- In a literal sense footnotes are notes at the foot of a page. They are generally used to provide an explanation of a term that has been used in the text. Wherever possible, footnotes should be avoided. The word should be explained in the text only where it was first mentioned. However if the explanation or definition is so long that it disrupts the flow of the report, then the footnote is used. The footnote can be denoted by a symbol (* or #) or by numbers after the term in the text and is written before the explanation at the bottom of the page. Footnotes are

separated from the main text material by a space of half an inch and a line about one and a half inch long. While typing, footnotes are typed in single space and are separated from one another by double space.

Pagination : Every page in a report is a numbered page. There are various methods of numbering e.g. the pages giving prefatory information like title page, preface etc. can be numbered using the roman numerals like {(i), (ii).....} whereas the main body can use numbers like 1,2,3 etc. In another situation the pages can be numbered consecutively from the title page to the main body and the end matter.

Labelling tables and Figures: A report often contains tables, graphs and diagrams whose presentation should be clear and consistent. A researcher should keep certain points in mind while labeling them.

(a) **Table:** As a rule, reference to the table should be made in the text before placement of the table. All tables should have a title and be numbered within each chapter

(b) **Figures:** Figures are statistical data presented in a graphic form. It includes all charts, maps, diagrams and graphs.

Abbreviations: There are certain English and Latin abbreviations the find place in bibliographies, references and footnotes.