

Research Report

Pre - Ph.D. Course Work Paper I

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Research Report

- ▶ **Research report is an end product of a research activity which gives an account of a long journey on the path of finding new or modified knowledge**
- ▶ **Your research report is the only medium to convey your hard work to the readers**
- ▶ **Writing a research report – the culmination of years of research work – can be a daunting endeavour**
- ▶ **Brilliant work and most striking finding are of little value if they are not effectively communicated to the world**
- ▶ **Without a report, a research study is incomplete and of no use**
- ▶ **Your style of writing speaks volumes about you**

A. Prefatory / Preliminary Section

- 1. Title page**
 - 2. Certificate**
 - 3. Abstract**
 - 4. Acknowledgement**
 - 5. List of Tables**
 - 6. List of Figures**
 - 7. List of Plates**
 - 8. List of Maps**
 - 9. Abbreviation (optional)**
- 

B. Main Body

1. Introduction

- a) Statement of the problem**
- b) Significance of the problem**
- c) Statement of hypotheses**
- d) Assumptions**
- e) Limitations**

2. Review of Literature

3. Design of Study/Research

- a) Description of research design and procedure used**
- b) Sources of data**
- c) Sampling procedure**
- d) Method and instrument of data gathering**
- e) Statistical treatment**

4. Results and Discussion

5. Summary and Conclusions

C. Appended Section

1. References

2. Appendix

3. Glossary/Index (Optional)

A. Prefatory Parts / Preliminary Section

Contents	
Title Page	<ul style="list-style-type: none">• The Title page (or cover page) of the thesis contains the following key information:• Research Title• Logo of the university• Academic information<ul style="list-style-type: none">- Degree aimed at- Subject- Department- Faculty• Date of submission• Supervisor's name• Researcher's name, previous qualification (if applicable)
Certificate	As per university guidelines
Abstract	<ul style="list-style-type: none">• An abstract is a concise single paragraph of completed research work, usually not more than 250 words. In a minute or less a reader can learn the:• Rationale behind the study (Research problem)• General approach to the problem (Methodology)• Pertinent results (Key results)• Important conclusions or new questions (Conclusions)

Contd...

Acknowledgement	Acknowledgement enables you to thank all those who helped in carrying out the research. Acknowledgement can be divided into two categories: professional and personal: <ul style="list-style-type: none">• Your supervisor• Academic crew of your study department• Organizations that were involved in the study• Technical personnel• Support staffs• Respondents• Funding organization• Friends• Family
Abbreviation	Explanations of acronyms, abbreviations or standard units used in your project should be mentioned in this section
List of Tables	Include table number, table title and page number
List of Figures	Include figure number, figure title and page number
List of Plates	Include plate number, plate title and page number
List of Maps	Include map number, map title and page number

B. Main Body

Introduction	<ol style="list-style-type: none">1). Statement of the problem2). Significance of the problem3). Hypotheses4). Assumptions5). Limitations
Review of Literature	<p>This chapter can be divided into two sections:</p> <ol style="list-style-type: none">1). Review of all related literature which enables the researcher and reader with necessary background to understand the topic and helps the researcher in preparing to investigate the problem2). Review of other relevant researches in this area<ul style="list-style-type: none">- to find out the existing gap in research area- identify an area in this field to which the present research can contribute

Contd...

Methodology	<ol style="list-style-type: none">1). Study locale2). Population and sample size3). Sampling technique4). Tools and techniques for data collection5). Analysis and interpretation of data
Results and Discussion	<ul style="list-style-type: none">• Present results objectively with tables/figures/illustrations• Whether any hypothesis was supported• Whether or not the findings met the aims of the study• A comparison of your findings with other research

Contd...

Summary and Conclusions

Summary: a brief overview of the study

- **State the research question**
- **State the hypotheses tested**
- **Briefly describe the methods (design, participants, materials, procedure, data analysis)**
- **Describe the results. Were they significant?**
- **Explain key implications of the results**
- **Interpretation of the results**

Conclusions:

- **Clear and concise conclusion of study**
- **Emphasize on major findings and implications of the findings in accordance with discussion section**

Recommendations:

Two sets of recommendations are sought here based on the study:

- **For the problem of the study**
- **For further investigation**

C. Appended Parts

Footnotes

Footnotes:

- A footnote is a reference placed at the bottom of a page or footer
- Footnotes are used to cite references of facts or quotations in a research paper
- Footnotes are referenced in the text in the same way as a citation

Endnotes

Endnotes:

- An endnote is source citation that refers the readers to a specific place at the end of a paper where they can find the source of the information or words quoted/mentioned in paper
- Endnotes are listed as they occur in the paper
- They will be referred by numbers that were used in the body of the text

(Footnote and endnote are formulated in exact the same way, the only difference is that footnote appears at the bottom of the page on which a work is cited, whereas endnote appears at the end)

Contd...

Bibliography

Bibliography:

Under bibliography, you need to list resources that you have read during the research process in order to widen your knowledge about the research problem but specific pieces of information from those researches have not been used in your research directly. You do not need to refer to bibliography within the body of the text

References

Reference:

Under reference, you list the sources that you referred to in your report

Appendices

Appendices provide a place for important information which, if placed in main text, would distract the reader from the flow of the argument.

Relevant and necessary materials not included elsewhere in the report, e.g., copy of questionnaire or survey form; participant consent form; large table referred to but not included in the body of report; raw data.

- Start each appendix on next page
- Appendices may be named, lettered or numbered

Contd...

Glossary/Index (Optional)

- **It is useful to provide an alphabetical list of technical terms with a brief and clear description of each term**
- **Help readers where the context or content of the research may be unfamiliar**
- **List of key terms/topic**

References

- ▶ https://writingcenter.uconn.edu/wpcontent/uploads/sites/593/2014/06/How_to_Summarize_a_Research_Article1.pdf
- ▶ <http://www.jsu.edu/depart/geography/mhill/research/researchf.html>
- ▶ <https://www.adelaide.edu.au/writingcentre/sites/default/files/docs/learningguide-writingaresearchreport.pdf>
- ▶ https://www.otago.ac.nz/courses/distance_study/otago021395.pdf
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