**WRITTEN REPORT FORMAT:**

Research report is considered a major component of the research study for the research task remains incomplete till the report has been presented and/or written. As a matter of fact even the most brilliant hypothesis, highly well designed and conducted research study, and the most striking generalizations and findings are of little value unless they are effectively communicated to others. Research results must invariably enter the general store of knowledge.

Report writing is the last step in a research study and requires a set of skills somewhat different from those called for in respect of the earlier stages of research. This task should be accomplished by the researcher with utmost care; he may seek the assistance and guidance of experts for the purpose. It involves skillful assembly of the various components of the paper.

**1. TitlePage**:

This contains the title of the report, the name of the researcher and the date of publication. If the report is a dissertation or thesis, the title page will include details about the purpose of the report, for example ‘A thesis submitted in partial fulﬁlment of the requirements of Sheﬃeld Hallam University for the degree of Doctor of Philosophy’. If the research has been funded by a particular organisation, details of this may be included on the title page.

**2.Contents Page**:

In this section is listed the contents of the report, either in chapter or section headings with sub-headings, if relevant and their page numbers.

**3.Acknowledgements:**

Some researchers may wish to acknowledge the help of their research participants, tutors, employers and/or funding body.

**4.Abstract:**

This tends to be a one page summary of the research, its purpose, methods, main ﬁndings and conclusion.

**5.Introduction:**

This section introduces the research, setting out the aims and objectives, terms and deﬁnitions. It includes a rationale for the research and a summary of the report structure. The purpose of introduction is to introduce the research project to the readers. It should contain a clear statement of the objectives of research i.e., enough background should be given to make clear to the reader why the problem was considered worth investigating. A brief summary of other relevant research may also be stated so that the present study can be seen in that context.

**6.Methodology and Methods:**

In this section is set out a description of, and justiﬁcation for, the chosen methodology and research methods. If you are an undergraduate student you will need to raise some of the methodological and theoretical issues pertinent to your work, but if you are a postgraduate student you will need also to be aware of the epistemological and ontological issues involved. If you are an employee you may only need to provide a description of the methods you used for your research, in which case this section can be titled ‘Research Methods’. Remember to include all the practical information people will need to evaluate your work, for example, how many people took part, how they were chosen, your time scale and data recording and analysis methods.

**7.Results:**

A detailed presentation of the findings of the study, with supporting data in the form of tables and charts together with a validation of results, is the next step in writing the main text of the report.. The result section of the report should contain statistical summaries and reductions of the data rather than the raw data. All the results should be presented in logical sequence and splitted into readily identifiable sections. All relevant results must find a place in the report literature.

**8.Implications of the results:**

Toward the end of the main text, the researcher should again put down the results of his research clearly and precisely. He should, state the implications that flow from the results of the study, for the general reader is interested in the implications for understanding the human behaviour. Such implications may have three aspects as stated below:

(a) A statement of the inferences drawn from the present study which may be expected to apply in similar circumstances. (b) The conditions of the present study which may limit the extent of legitimate generalizations of the inferences drawn from the study. (c) Thc relevant questions that still remain unanswered or new questions raised by the study along with suggestions for the kind of research that would provide answers for them.

**9.Summary:**

It has become customary to conclude the research report with a very brief summary, resting in brief the research problem, the methodology, the major findings and the major conclusions drawn from the research results.

**10.References:**

Small research projects will need only a reference section. This includes all the literature to which you have referred in your report. Find out which referencing system your college or university uses. A popular method is the Harvard system which lists the authors’ surnames alphabetically, followed by their initials, date of publication, title of book in italics, place of publication and publisher. If the reference is a journal article, the title of the article appears in inverted commas and the name of the journal appears in italics, followed by the volume number and pages of the article.