

# Structure of a Research Report

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# Preliminary Pages:

## ► Title Page:

- The title of the research project (should be clear, concise, and informative)
- Author's name(s)
- Institutional affiliation (e.g., university department)
- Date of submission
- Course name (if applicable)
- Instructor's name (if applicable)

# Preliminary Pages:

## ► Abstract:

- A brief (typically 150-250 words) summary of the entire research report.
- Should include:
  - Brief background or context
  - Research question(s) or purpose
  - Methodology used
  - Key findings
  - Major conclusions/implications

# Preliminary Pages:

- ▶ **Table of Contents:**
  - ▶ Lists all sections and subsections of the report with corresponding page numbers. Helps readers navigate the document.
- ▶ **List of Tables (if applicable):**
  - ▶ Lists all tables included in the report with their titles and page numbers.
- ▶ **List of Figures (if applicable):**
  - ▶ Lists all figures (graphs, charts, images) included in the report with their captions and page numbers.
- ▶ **Acknowledgements (optional):**
  - ▶ A section to thank individuals or organizations that provided assistance or support during the research process (e.g., funding sources, research assistants, mentors).

# Main Body:

## ► Chapter 1: Introduction

- **Background:** Provide the context for the research. Introduce the topic, explain its significance, and why it is important to study.
- **Problem Statement:** Clearly and concisely state the research problem or issue that the study addresses.
- **Purpose of the Study:** State the overall aim or objective of the research. What are you trying to achieve?
- **Research Question(s) or Hypotheses:** Present the specific questions you aim to answer through your research or the hypotheses you will test. Research questions are common in qualitative research, while hypotheses are more common in quantitative research.
- **Significance of the Study:** Explain why the research is important and who will benefit from the findings. What are the potential contributions to the field?
- **Scope and Limitations:** Define the boundaries of the research. Acknowledge any limitations that might affect the generalizability or validity of the findings.
- **Definitions of Key Terms (optional):** Define any specialized or technical terms that readers may not be familiar with.
- **Organization of the Report:** Briefly outline the structure of the report and what each chapter will cover.

# Chapter 2: Literature Review

- ▶ **Theoretical Framework (if applicable):** Discuss the relevant theories that underpin your research.
- ▶ **Review of Relevant Literature:** A comprehensive overview of existing research on the topic. This section should:
  - ▶ Summarize and synthesize previous studies related to your research question(s).
  - ▶ Identify key themes, debates, and gaps in the existing literature.
  - ▶ Critically evaluate the strengths and weaknesses of previous research.
  - ▶ Show how your research builds upon or contributes to the existing body of knowledge.
  - ▶ Justify your research by highlighting gaps or inconsistencies in previous studies.
- ▶ **Conclusion of Literature Review:** Summarize the main points of the literature review and how they lead to your research question(s) or hypotheses. Transition to the methodology section.

# Chapter 3: Methodology

- ▶ **Research Design:** Describe the overall approach to the research (e.g., experimental, correlational, survey, case study, ethnographic, mixed-methods).
- ▶ **Participants/Subjects:** Describe the characteristics of the participants or subjects in the study (e.g., age, gender, demographics, selection criteria). Explain how participants were recruited. Include details about informed consent and ethical considerations.
- ▶ **Data Collection Methods:** Explain the methods used to collect data (e.g., surveys, interviews, experiments, observations, document analysis). Describe the instruments or tools used (e.g., questionnaires, interview protocols, measuring devices).
- ▶ **Data Analysis Techniques:** Describe the methods used to analyze the data (e.g., statistical analysis, thematic analysis, content analysis). Explain the rationale for choosing these methods. Specify the statistical software used (if applicable).
- ▶ **Validity and Reliability (or Trustworthiness):** Discuss the measures taken to ensure the validity and reliability (or trustworthiness, in qualitative research) of the findings. This may include information about instrument validity and reliability, inter-rater reliability, triangulation, member checking, etc.
- ▶ **Ethical Considerations:** Describe the ethical considerations related to the research, such as informed consent, confidentiality, and data security. Explain how ethical guidelines were followed.

# Chapter 4: Results/Findings

- ▶ **Presentation of Data:** Present the findings of the research in a clear and organized manner. Use tables, figures, and text to present the data.
- ▶ **Descriptive Statistics (if applicable):** Present descriptive statistics (e.g., mean, standard deviation, frequency distributions) to summarize the data.
- ▶ **Inferential Statistics (if applicable):** Present the results of inferential statistical tests (e.g., t-tests, ANOVA, correlation, regression) to test hypotheses. Report the statistical significance (p-value) and effect size.
- ▶ **Qualitative Findings (if applicable):** Present the themes, patterns, and insights that emerged from the qualitative data analysis. Use quotes from participants to illustrate key points.
- ▶ **Avoid Interpretation:** The results section should primarily focus on presenting the data, without interpreting the meaning of the findings. Interpretation and discussion will be covered in the next section.



# Chapter 5: Discussion/Interpretation

- ▶ **Interpretation of Findings:** Interpret the meaning of the results in relation to the research question(s) or hypotheses. Explain why the findings are important and what they suggest.
- ▶ **Comparison with Previous Research:** Compare the findings with the findings of previous studies reviewed in the literature review. Discuss whether the findings support, contradict, or extend previous research.
- ▶ **Implications of the Study:** Discuss the practical and theoretical implications of the findings. How can the findings be used to inform policy, practice, or future research?
- ▶ **Limitations of the Study:** Acknowledge the limitations of the study and how they may have affected the findings. Suggest ways to address these limitations in future research.
- ▶ **Suggestions for Future Research:** Suggest directions for future research based on the findings of the study. Identify unanswered questions or areas where further investigation is needed.
- ▶ **Conclusion:** Summarize the main findings of the study and their implications. Reiterate the significance of the research and its contribution to the field.

# End Matter:

## ► References/Bibliography:

- A complete list of all sources cited in the report. The formatting of the references should follow a specific citation style (e.g., APA, MLA, Chicago).

## ► Appendices (optional):

- Supplementary materials that are not essential to the main body of the report but provide additional information (e.g., questionnaires, interview transcripts, data tables, consent forms).

# Types of References

## ► APA Style:

- Smith, J., & Brown, A. (2023). The impact of social media on adolescent mental health. *Journal of Adolescent Psychology*, 15(2), 45-62. <https://doi.org/10.1000/joadpsyc.2023.15.2.45>

## ► MLA Style:

- Smith, J., and A. Brown. "The Impact of Social Media on Adolescent Mental Health." *Journal of Adolescent Psychology*, vol. 15, no. 2, 2023, pp. 45-62. <https://doi.org/10.1000/joadpsyc.2023.15.2.45>

## ► Chicago Style:

- Smith, J., and A. Brown. "The Impact of Social Media on Adolescent Mental Health." *Journal of Adolescent Psychology* 15, no. 2 (2023): 45-62. <https://doi.org/10.1000/joadpsyc.2023.15.2.45>

- doi full form : Digital Object Identifier

# Important Considerations:

- ▶ **Clarity and Conciseness:** Write in a clear, concise, and objective style. Avoid jargon and technical terms that readers may not understand.
- ▶ **Accuracy:** Ensure that all data and information presented in the report are accurate and reliable. Double-check all calculations and citations.
- ▶ **Objectivity:** Present the findings in an objective manner, without bias or personal opinions.
- ▶ **Organization:** Organize the report in a logical and coherent manner, following the standard structure outlined above.
- ▶ **Proofreading:** Proofread the report carefully for errors in grammar, spelling, and punctuation.