

REPORT WRITING

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A Research/ Project Report

A research report is a precise presentation of the work done by a researcher while investigating a particular problem and whether the study is conducted by an individual researcher or by an Institution.

The findings of the study should be reported for several reasons. These are :-

- ▣ People learn more about the area of study,
- ▣ The discipline gets enriched with new knowledge and theories,
- ▣ Researcher and practitioners in the field can apply, test and retest the findings already arrived at,
- ▣ Other researchers can refer to the findings and utilize the findings for further research,
- ▣ Findings can be utilized and implemented by the policy makers or those who had sponsored the project.

Main Components of Research Report

The entire research report is mainly divided into three major divisions :-

- ▣ The Beginning,
- ▣ The Main Body, and
- ▣ The End

The Beginning

- ▣ Cover or Title Page
- ▣ Second Cover
- ▣ Preface
- ▣ Acknowledgement
- ▣ Contents
- ▣ List of Tables
- ▣ List of Figures
- ▣ Glossary
- ▣ List of Abbreviations

The Main Body

- ▣ Introduction
- ▣ Review of Literature
- ▣ Design of the Study
- ▣ Analysis and Interpretation of Data
- ▣ Main Findings and Conclusion
- ▣ Summary

The End

- ▣ Bibliography and References
- ▣ Appendices

Cover or Title Page

- ▣ Title of the Topic,
- ▣ Relationship of the Report to a Degree, Course, or Organizational Requirement,
- ▣ Name of Researcher,
- ▣ Name of Supervisor,
- ▣ Name of the Institution where the report is submitted, and
- ▣ The Date of Submission

Example of the Title Page

Awareness of Urban Couples About Female Foeticide : A Social Work Intervention Study

Sponsored by:

Ministry of Social Justice and Empowerment

Submitted by

Dr A K Bhartiya

Professor

Department of Social Work

University of Lucknow

December, 2013

Preface and Acknowledgement

A Preface should include the reason why the topic was selected by the researcher. It may explain the history, scope, methodology and the researcher's opinion about the study.

The Preface and acknowledgement can be in continuation or written separately. This page follows the inner title page. It records acknowledgement with sincerity for the unusual help received from others to conduct the study. The acknowledgement should be non-emotional and simple.

Table of Content

A table of content indicates the logical division of the report into various sections and subsections. In other word, the table of contents presents in itemized form, the beginning, the main body and the end of the report. It should also indicate the page reference for each chapter or section and sub-section on the right hand side of the table.

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List of Tables

The table of content page is followed by the page containing a list of tables. The list contains the exact title of each table, table number and the page number on which the table has appeared table.

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1	Age of respondent	5
2	Level of Education	12
3	Occupation Pattern	15
4	Marital Status of Respondents	19
5	Size of the Family	26
6	Income of the Family	29
7	Opinion of the Respondents	37

List of Figures and Illustration

The Page 'List of Figures' comes immediately after the 'List of Tables' page.

Figure	Title	Page
1	Conceptual Framework	7
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3	Communication Network	13
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Glossary

A Glossary is a short dictionary, explaining the technical terms and phrases which are used with special connotation by the author. Entries of the technical termed are made in alphabetical order. A Glossary may appear in the introductory pages although it usually comes after the bibliography.

List of Abbreviations

To avoid repeating long names again and again, a researcher uses abbreviation. Since abbreviations are not universal, it is necessary to provide the full form of the abbreviations in the beginning.

Example:

AIR – All India Radio

ASC – Academic Staff College

LU- Lucknow University

Writing Style

The report should be very concise, unambiguous, and creatively presented. The presentation should be simple, direct and in short sentences.

In the case of citations, only the last name of the author is used and in all cases academic and allied titles like Dr., Prof., Mr., Mrs., etc. should be avoided.

Special care should be taken while using quantitative terms in a report. No sentences should begin with numerical like '20 students', instead should start as "Twenty students'. Commas should be used when numbers exceed three digits- 10,233 or 468,798.

Language, grammar and usage are very important in research report.

References

Articles, papers, books, monographs etc. quoted inside the text should always accompany relevant references, i.e. the author and the year of publication e.g. (Bhartiya, 2012). If a few lines or sentences are actually quoted from a source, the page number too should be noted e.g. (Bhartiya, 2012: 46-49)

List of some important Abbreviations used in
Footnotes and Bibliography.

Bibliography and References

Research reports present both bibliographies and references.

A Bibliography is a list of titles- books, research reports, articles, etc. that may or may not have been referred to in the text of the research report.

References include only such studies, books or papers that have been actually referred to in the text of the research report.

There are mainly two style manuals detailing general form and style for research reports.

They are: -

- ▣ American Psychological Association, Publication Manual, 3rd ed. Washington DC: American Psychological Association, 1983.
- ▣ The Chicago Manual of Style, 13th rev. ed., Chicago University of Chicago Press, 1982.

Style of Referencing

There are mainly two types of referencing:-

- ▣ Arranging references in alphabetical order where the researcher has cited the name of author and year of publication/completion of the work in the text.
- ▣ Arranging references in a sequence as they appear in the text of the research report. In this case, related statement in the body of the text is numbered.

Verma, K. and Singh, B. (2012), Principles of Economics, Rawat Publication, Jaipur.

Verma, K. and Singh, B. (2012). Principles of Economics. Jaipur: Rawat Publication.

Verma, K., Agrawal, M. and Singh, B. (2012). Principles of Economics. Jaipur: Rawat Publication.

Verma, K. (ed.). (2012). Principles of Economics. Jaipur: Rawat Publication.

Verma, K. et. al. (2012). Principles of Economics. Jaipur: Rawat Publication.

Appendices

Appendices present the raw data, the true copy of the tools used in the study, important statistical calculation, photographs and charts not used inside the text. These are serially like Appendix 1, Appendix 2, Appendix 3, or Appendix I, Appendix II, Appendix III, or Appendix A, Appendix B, Appendix C.

Thank you