

REPORTING RESEARCH RESULT

Writing research report

- Consider the **purpose** and **audience**
- mode of organization – how the research report is to be structured;
- The organization of the paper **refers to the structure**, i.e. the sequence in which you present each type of information.
- Organization is very important to convey your ‘idea’ in a comprehensive and meaningful way.

Cont'd

Generic mode of organization (thesis)

- Title – title page –
- Abstract
- Acknowledgment
- List of tables
- List of figures
- Abbreviations
- Table of contents

Cont'd

- Introduction
- Literature review
- Methodology
- Results and discussions
- Conclusion
- References
- Appendices

Cont'd

1. Title page

- Remember the title page for a proposal
- Shows the title
- The **author(s) name (s)**
- **The institution/ uni/college, Dept.** the student is in.
- MSc thesis— partial fulfilment of the MSc Degree in Accounting and Finance
- Show the time of delivery
- Remember cover page is **not page numbered**

Cont'd

2. Abstract

- abstract immediately follows the title page
- The abstract is a summary of the information in the paper/thesis/project ;
- It enables readers to see **the basic content of the document;**
- Needs to be brief usually **250** words or so.
- **Do not use figures, tables, in-text references**

Cont'd

- An abstract should include (1) the **purpose** and **scope of the investigation**; (2) describe the **methodology employed**; (3) summarize the **results**; and (4) state the **main conclusion**.
- Advisable to write abstract **after writing the entire paper/ thesis/ project**.
- Font type may be italics
- Abstract page is numbered with roman numeral (i, ii, iii etc);

Cont'd

3. Acknowledgment

- Acknowledge **people, institutions** and others that you think have helped (in various ways) you in doing the research
- Acknowledgment page is numbered with roman numeral (i, ii, iii etc);

4. List of tables

- Show the table number, label and the page number each table is presented.
- The table number should reflect the chapter in which the table is presented;
- List of tables page is numbered with roman numeral (i, ii, iii etc);

Cont'd

5. List of figures

- Show the label of the figure, figure number and the page number on the list of figures page;
- **Use roman numerals** for the number of this page

6. List of abbreviations

- Show the list of abbreviations used in the documents.
- Abbreviations need to be defined in the text when you use them for the first time
- This page is numbered with roman numerals

Cont'd

7. Table of contents

- Shows the contents of the whole document (labels with page numbers)
- Starting from the **abstract up to appendix**

8. Introduction

- Introduction in a research report
- The **methods part** is now a brief discussion of the methods used and take the details to the methodology chapter later

Cont'd

9. Literature review

- You may show the theoretical perspective in the literature review chapter along with the review of research studies;
- Remember to **conclude the review chapter** with the identification of the **knowledge gap**;

10. Methodology

- Show the details about the methodology in this chapter. You may present **the research purpose, research questions and hypotheses at the beginning of the chapter**
- This may be followed by a **discussion of the philosophy of research approaches**;

Cont'd

- Then choice of the research methods both data collection and analysis (maybe in separate subsections);
- Description of the instrument used /survey/ experimental
- Procedures followed in pre-survey/ experiment evaluation- like pilot testing and the outcomes and measures taken based on the outcomes

11.Results and discussions

- Remember how you present data and interpret it;
- The presentation of the results must be **clear and arranged in a logical order.**

Cont'd

- Better presenting your results **in tables and figures;**
- Don't forget to show the **source for the tables and figures;**
- The words in the body of the report accompanying each table or figure are to provide further **elaboration of the results.**
- Interpret the results in the **context of the Literature reviewed**
- Show how each research **question/hypothesis is addressed**

Cont'd

12. Conclusions and recommendations

- Note the **key points in the report;**
- Suggest possible future research directions
- Recommendations should be **based on what has been examined;**
- Recommendations should be something that can be implemented **without further research**

13. References

- Don't number the list
- Make sure you include all the sources cited in the text in the list of references

14. Appendix

- Put the data collection instruments in the appendix;
- Other things;