

Chapter Six: interpretation and Report Writing

Chapter Objectives: at the end of this chapter, the student will be able to:

- Recognize the significance of report writing $L_1(A)$
- Demonstrate Different Steps in Writing Report $L_4(K)$

Writing is a process. The only way to learn to write is by writing.³ It takes time and effort, and it improves

with practice. There is no single correct way to write, but some methods are associated with good writing. The process has three steps:

- 1. Prewriting.** Prepare to write by arranging notes on the literature, making lists of ideas, outlining, completing bibliographic citations, and organizing comments on data analysis.
- 2. Composing.** Get your ideas onto paper as a first draft, a complete report from beginning to end, not a few rough notes or an outline, by freewriting, drawing up the bibliography and footnotes, preparing data for presentation, and forming an introduction and conclusion.
- 3. Rewriting.** Evaluate and polish the report by improving coherence, proofreading for mechanical errors, checking citations, and reviewing voice and usage. Many people find that getting started is difficult. Beginning writers often jump to the second step and end there, which results in poor-quality writing.

Prewriting means that you begin with a file folder full of notes, outlines, and lists. You think about the form of the report and audience. Thinking time is important. It often occurs in spurts over a period of time before the bulk of composing begins. Some people become afflicted with a strange ailment when they sit down to compose writing: a temporary inability to write known as *writer's block*. The mind goes blank, the fingers freeze, and panic sets in. Writers from beginners through experts occasionally experience it. If you do, calm down and work on overcoming it. Numerous writers begin to compose by **freewriting**.

Free Writing is a process of writing down everything you can as quickly as it enters into your mind.

Freewriting establishes a link between a rapid flow of ideas in the mind and writing. When you freewrite, you do not stop to reread what you wrote, you do not ponder the best word, you do not worry about correct grammar, spelling, or punctuation. You just put ideas on paper as quickly as possible to get and keep the creative juices or ideas flowing. You can later clean up what you wrote. Writing and thinking are so intertwined that it

is impossible to know where one ends and the other begins. This means that if you plan to sit and stare at the wall, the computer output, the sky, or whatever until all thoughts become totally clear before beginning, you will rarely get anything written. The thinking process can be ignited during the writing itself.

Rewriting. Perhaps one in a million writers is a creative genius who can produce a first draft that communicates with astounding accuracy and clarity. For the rest of us mortals, writing means that rewriting—and rewriting again—is necessary. For example, Ernest Hemingway is reported to have rewritten the end of *Farewell to Arms* thirty-nine times.⁴ It is not unusual for a professional researcher. Finally, the researcher has to prepare the report of what has been done by him. Writing of report must be done with great care keeping in view the following:

1. The layout of the report should be as follows: (i) the preliminary pages; (ii) the main text, and (iii) the end matter.

In its preliminary pages the report should carry title and date followed by acknowledgements and foreword. Then there should be a table of contents followed by a list of tables and list of graphs and charts, if any, given in the report.

The main text of the report should have the following parts:

(a) *Introduction*: It should contain a clear statement of the objective of the research and an explanation of the methodology adopted in accomplishing the research. The scope of the study along with various limitations should as well be stated in this part.

(b) *Summary of findings*: After introduction there would appear a statement of findings and recommendations in non-technical language. If the findings are extensive, they should be summarised.

(c) *Main report*: The main body of the report should be presented in logical sequence and broken-down into readily identifiable sections.

(d) *Conclusion*: Towards the end of the main text, researcher should again put down the results of his research clearly and precisely. In fact, it is the final summing up.

At the end of the report, appendices should be enlisted in respect of all technical data. Bibliography, i.e., list of books, journals, reports, etc., consulted, should also be given in the end. Index should also be given specially in a published research report.

2. Report should be written in a concise and objective style in simple language avoiding vague expressions such as 'it seems,' 'there may be', and the like.

3. Charts and illustrations in the main report should be used only if they present the information more clearly and forcibly.

4. Calculated 'confidence limits' must be mentioned and the various constraints experienced in conducting research operations may as well be stated.

Section I- Report writing in research

Dear students, all the activities of research that you are introduced in the previous units & sections come to its conclusion when you start to write your research report. At this stage you will communicate the research outcome to other readers. The report gives the first impression to your readers about the research than your previous efforts. In this section you will learn about the importance of writing a good research report, how research report differs from other types of writings and some guidelines that you should follow in order to make your report clear & understandable

? Dear students, why do you think a good research report is very much important?

You might have made a very rigorous and exhaustive study of your research using appropriate methods. In doing so you might have collected reliable data & used appropriate method of analysis. What would follow from this? After this you need to present your research findings to the readers or to examiners in case you conducted research for academic purposes. Report writing is the final step in research process, but still the most important one. Clear communication of what you have done, why it was done and what the outcomes were is crucial in order for the study to be understood by other people and the researcher gets the right academic reward and recognition. Dear students bear in mind that regardless of all the steps you gone through and challenges you faced in the due course of conducting the research, finally other people and readers get the final and written copy of it. The clarity & approach with which you presented your research gives the first impression for those who are interested in reading it.

Cognizant of this fact, you need to be cautious in equipping yourself in differentiating between writing for academic purpose (academic research) and other ordinary types of writings and basic issues that you need to consider in producing a clear, compressive & well organized report.

A research report is basically;

A well researched, clearly written, balanced, logical, objective, impartial and concise document that presents conclusions simply and clearly. It has a clear purpose, is organized systematically and targets a specific audience.

Any report usually consists of a beginning, middle and an end. The beginning introduces the overall ideas of the report, what the report composes and its objective. The middle is the main part in which the main ideas, findings, outcomes and arguments are presented. The end simply follows from the main body to inform about the summary of the report, the core out comes & recommendations. How the main body is divided and sub-divided, the language and grammar used, the sequences with which issues are presented matters in affecting the quality of the report.

? Dear students how do you think is academic research report writing differs from other ordinary writings?

Writing for research purpose is different in many regards from writings for other purposes. These may include;

- i) **Writing in research is controlled:** One has to be careful in what he/she is writing, the words used, the way ideas are expressed, & the extent to which the conclusions are valid & verifiable.
- ii) **Research writing is rigorous:-** research writing needs to be accurate, clear, free from ambiguity and bias, logical and concise.
- iii) **Report in research is written cautiously:-** what ever is written in the report should be defensible for questions that may come from reader or examiners, it should not assume the knowledge of readers in writing and avoid sophisticated jargons that could not be easily understood by readers.

The quality of a research report could be affected by one's language and communication skill, clarity of thoughts, one's ability to express ideas in logical & sequential manner, the researcher's basic knowledge in the area of the research and also one's research experience. Keeping this in mind we could set some guidelines by which any body who is going to write a research report can follow for the better quality of the report produced. Actually the principles of report writing are easier to develop than to follow because many practical problems occur in the course of implementing them.

? Dear students, what principles do you need to follow to produce a clear & well organized research report?

Even if it may not be exhaustive we can discuss some guidelines that would enable to improve the quality of a research report. These are discussed as follows.

- i) **Plan before writing:-** One way to ensure a good report is to plan before writing it. This saves time and promotes clarity, planning on what to write & how to write eases the burden of confusion in one's mind because it clarifies the idea of the writer. At this level one needs to decide on the purpose of the report, the precise message to be communicated & decide on the format and structure.
- ii) **Use of simple terminologies:-** use of abstract and technical terms (jargons) causes barrier to communication among readers of your report. The use of clear and well known terms promotes clarity which entails that a writer has to use clear term that could be understood by any reader than inserting purely professional terms unfamiliar to lay people.
- iii) **Clarity in language:-** Not only is the use of clear words important but also how statements are constructed clearly to the readers understanding. Actually it is difficult to teach here one how to communicate one's idea in a street forward manner because it is determined by many factors. However it can be stated that poor language obscures communication & messages cannot be easily received. Use the following rules;
 - **Orderly presentation of ideas:-** try to show clearly relation ships between ideas by using conjunctions and appropriate punctuation when there is a need.
 - **Smoothness of expression:-** try to avoid contradictions that might exist, & un needed ideas and statements. This may occur but can be dealt by revisiting your report & giving the draft to other people.
 - **Economy of expression:-** The report will be concise and clear if you are able to say only what you want to say. Moreover it is important to avoid redundancy & use only those words that are important to express your idea. One should also make sure that, he/she is using the right word for what is intended to be written since readers may come up with different meaning.
- iv) **Use of mechanical aids to clear presentation:-**
 - **Sub headings:-** use of many and appropriate sub headings helps the reader to remember ideas in relation to topics and sub-topics. For instance if you write a 50 page report with only two titles your reader may be lost in the middle. Therefore

you need to dissect your report in to different titles and sub titles. Very few people can remember the total pattern of your report if it lacks divided sub-readings.

- **Use Maps, Charts & Graphs:-** specially in analyzing quantitative data you may need to use maps, graphs and charts instead of giving detailed description of numbers in your text. Detailed description of numbers causes much more confusion, while tables, charts, graphs make them readable.

- v) **Avoid biasdness and emotionality:-** reflection of biasedness and emotionality may deter your readers understanding and puts the reliability of your research outcome in to question. Therefore, objective and unbiased analysis is recommended to increase your reader's understanding & ensure clarity to your report.

Section – II- Basic components of a research paper

★ Overview

Dear students, the previous section acquainted you with the basic guidelines that you need to follow in writing research report. We strongly emphasized that a research report has to be clear and concise for readers understanding. We also differentiated between report writing in research and writings for other purposes. In this section we are going to see the basic component of a research report. These components include the preliminaries (title page, acknowledgments, tables and figures, list of appendices, Abstract and table of contents), the main body (introduction results and discussions) and finally the list of references and appendices attached. We will discuss all these elements and what should each constitute.

2.1 The preliminaries.

? Dear students, what does the preliminaries constitute in a research report?

The preliminaries are parts of a research report that appear before the main body and give general information about the title and organization of the paper. It generally incorporates components like;

i) The title page

? Dear students what is a title page?

The title page usually constitutes the title of the report, the name of the author and the date when the report is written or finalized. The title should summarize the main idea of the paper. It should be brief, clear and concise to inform the reader about the crux of the written report. It appears at the fore front page of your report.

Eg:-

- The impact of good governance on the promotion of investment in Jimma Town

- Micro finance institutions and their role towards local economic development the case of Mana Woreda in Jimma Zone.
- Land management practices among farmers & its impact on curbing land degradation: the case of Sokoru Woreda in Jimma Zone.

Dear students these titles are clear & concise, show your theoretical basis, show relationships among variables under the study and your specific area of concern.

Wollo University
School of Governance
The Impact of Governance in the Development of Dessie Town

By: Ayalew

July,2010

ii) Acknowledgment

? Dear students, what is acknowledgment in research report?

Acknowledgement is a brief statement that recognizes other people or organizations who contributed for the success and accomplishment of the research. This may include your research advisor, organizations that funded the research, organizations that supported the study with relevant data, individuals who may have cooperated in the writings and analysis of data etc... The researcher gives public recognition to those people or organization who he/she thought made vital contribution in the course of the research.

iii) Table of contents

? Dear students, do you know what you should include under table of contents?

Under this part the researcher introduces organization of the paper. The different headings and sub-headings will be listed in sequential order. In other words every chapter will be listed in successive order together with their sub-parts to show the logical order of the paper from the introduction up to the conclusion.

Any reader might know the overall idea of your research report after going through the contents of the chapters. Moreover it enables the reader to go in to any section of the report since pages are also listed for each and every titles and subtitles of the report. (see the contents of this module).

iv) Lists of Tables, figures & appendices.

? Dear students, what is the importance of listing tables and figures in the preliminaries?

Tables and figures that are incorporated in the main body of the report should be listed on a separate page in the preliminaries. In the first place each and every table and figure in the main report should be numbered. After this each and every table and figure should be listed by mentioning their number and the page in which it is found in the report. This is very important because a reader who is interested to see any of the figures or tables in the report can easily access it by simply looking at the list of figures and the pages implicated parallel to them.

If there are appendices attached at the back of your research report, you should also number them and their list should appear in the preliminaries together with the pages in which they are found. (Try to find any research report & see how figures, tables and appendices are listed).

v) The abstract

? *Dear students, what is an abstract in a research report?*

An abstract is a brief and comprehensive summary of the whole idea of the research report. It should be brief, concise and informative of the whole idea of the paper. An abstract should be able to show the title of the research paper, the thematic (core idea) of the study area, objectives, the methods used in conducting the research (the research design, method of data collection & analysis), the main findings of the research and finally the recommendations. These all parts of the research report should be briefly explained to the readers understanding may be in a single page. Any reader who likes to have the brief overview of the research report could simply go to the abstract and get the whole idea from the beginning to the end.

2.2 The Introduction

? *Dear students, what does the introduction contain in a research report?*

The introduction of the research mainly discusses about the research problem, objective, research question, scope of your study, the design and methods that are used (method of data collection, analysis, the research design etc...). All the components that you discussed as an element of proposal in the section two of the first module are parts of the introduction.

2.3 Results and discussions

? *Dear distance learner what do results and discussions constitute in a research report?*

The main part of the research report contains the results and discussions obtained from the data gathered after employing analysis. It can be explained in the form of words and statements probably supported by diagrams, graphs, charts etc... Diagrams, charts, figures etc... may simplify explanations when it is difficult to express every thing in words and statements. However the use of tables, figures & diagrams depends on the type of research or subject matter & the type of data. For instance usually qualitative data is explained in the form of narration by using quotations and main ideas obtained from respondents in the

form of interview or focus group discussion. The researcher simply divides his report in to chapters and sections & decides which issues to be under which part. The use of tables, graphs and charts may not be as such applicable since there is no quantitative data.

However, usually if the data collected is quantitative the use of graphs, tables and charts gives more classification to the report. In this case results can be discussed separately from discussions. The result section simply summarizes the data collected, it mentions all relevant results including those that go against the hypothesis. It is here where graphs & tables will be used to present quantitative data. This part involves the presentation of only the results of the data without including their implications. On the other hand the discussion part deals about the implications of the results of the data discussed in the previous part. Here the data will be interpreted, examined, and finally inferences will be drawn. The inferences drawn finally will be used to further draw conclusions for the research. In some cases results and discussions can be merged together in one part especially when the results are brief. Conclusion and recommendations comes next to discussions and results. The purpose of conclusion and recommendations is to sum up what has been discussed in the main body of the report and formulate recommendations if necessary.

2.1 Reference/Bibliographical list

? Dear students, what does a reference list include in research report?

The reference section of a report consists of all materials cited or mentioned in the report as supportive materials including books, journals, articles, newspapers etc... The reference list provides all these referred materials in alphabetical order. All cited materials in the research report should appear in the reference list. A researcher should be careful in assuring the inclusion of all books & other materials from which ideas are quoted or cited, in the reference list. Bibliography differs from reference list in that, bibliography consists of all books & other materials which the researcher read in the course of doing the research. This means all materials that the researcher identified as relevant to the study which could be cited or not cited in the research report.

2.2 Appendix

This is an optional element of a research report because you may or may not have appendix at the end of your research study. The appendix includes detailed statistical data, graphs, tables or any other notes that would not be feasible if put under the main part of the report but still important to be included in the paper. Therefore such documents are placed at the back of the research report next to the reference list. The writer should guide the readers to the appendix when it is necessary for the more understanding of the report. The appendices should be numbered according to their order of appearance and listed in appendix list of the preliminaries.

Section III- Citation, quotation & plagiarism

🔗 Overview

Dear students, you have learnt about the main components of a research report & their functions. This section is specifically dedicated to introduce you the rules of how you can incorporate other's idea in to your research report to support your ideas. Here you have to follow the rules of citation and quotation to give credit to others. You will also be introduced with plagiarism and its consequences. The rules of citations and quotations are supported with example. You need to carefully see the examples to understand the rules.

4.1 Quotations

? Dear students do you know how to quote others work in to your research report?

In writing your research report you may use others work as support to your arguments. It is also imperative to go through others previous works in similar areas to identify the gap that you need to fill. Moreover, you need to have a reviewed literature to show the theoretical ground of the research. In doing all these either you directly quote others work in to your report or paraphrase it and take only the idea. In this case there are rules that a researcher need to observe in directly quoting others work. Quotation differs from paraphrasing in that, when you quote you take others idea word by word where as paraphrasing implies only taking the idea and express it your own way. In both cases the author of the material from which you took the idea should by recognized by citing its name, year of publication & page number. Let us now focus on the rules of quotation.

If ideas are directly taken word by word two methods can be followed to incorporate the quotation in to the text.

- i) If the quotation constitutes fewer than 40 words it can be merged with a paragraph enclosed by double quotation marks (“ ”). Look at the following paragraph for more clarification.
Eg:- Development cannot be measured by making use of a single variable i.e. an increase in per capital income. Miller (1999:120) stated that, “Development encompasses multi dimensional faces. It has both qualitative & quantitative aspects in changing the life condition of people” Based on this we can argue that, an increase in per capita income cannot be the only measure of development.

Looking at this example, the quotation taken from an author called Miller is inserted in to the paragraph since it is a short quotation with less than 40 words.

- ii) If the quotation is long constituting more than 40 words there is no need to enclose it in double quotation marks. Rather, the quotation will be written in a new paragraph with

indentation from the left margin. You indent the quotation about 5 spaces in from the left margin.

Eg:- Even if some people argue that growth in per capital income can be a dominant measure of economic development others still follow different line of argument. For instance miller (1999:120) argued that.

Instead of simply calculating the ratio of GDP to the total number of population we need to asses how much of the income generated is fairly distributed among the population at large. We need to analyze qualitative changes like how much the people is educated, how much the poor is affected, how much equality is attained... therefore per capita income could not be a good measure of development.

4.2 Citations

? *Dear students, Do you know about citation in research writing?*

In both cases of taking direct quotation and paraphrasing others work you need to recognize or credit the original source of the idea. This is generally called as citation and it has its own rules. For instance, Miller is the original author of the idea quoted in the previous examples and the source is cited as Miller (1999:120). Cited reference appear in the text of the report consisting of the authors last name, the year of the publication and if possible the page number from which the idea is quoted or paraphrased.

Eg:- Assume you paraphrased the following idea;

The link between decentralization and development is still an area that requires an in depth research & analysis. No body denies that decentralization can effect people centered development by making administration much more nearer to the people. Moreover imposing every thing from the centre is now becoming an old fashioned approach in line with the emergence of the new dimension i.e. development from below (Miller, 1999:120).

In this case you did not take the idea from the author word by word rather simply expressed it your own way. Therefore there is no need to put the text in to double quotation marks. In this citation “Miller” represents the last name of the author; “1999” the year of publication and 120 the page number.

4.3 Plagiarism

? *Dear students what is plagiarism?*

Plagiarism is closely related with the rules of citation and quotation you learned before. We emphasized that it is important to support our own ideas by ideas taken from others but they should be credited for it. Caution has to be taken in writing research report to separate our original ideas from that of others. Plagiarism is an academic dishonesty manifested through presenting the work of another as if it were ones own work. This involves both the ideas as well as written words.

In simple terms it means appropriation of the idea of another with out giving recognition to the source employed. The material plagiarized could be a book, journal, brochure or any unpublished material. Plagiarism must be avoided in any research activity. It should be noted that, research is usually conducted to contribute new knowledge to the academic world & resolve problems. This implies that, other's original idea should not be presented as one's own because it is considered as academic theft which is even a crime.

Plagiarism can be avoided by citing the original source material each time one paraphrases or quotes another authors idea. Paraphrasing may include summarizing a passage, rearranging order of a sentence, changing some of the words, where as quotation is about taking every sentence word by word with no change at all. A researcher can abstain from presenting others idea as his own by applying the rules of citation and quotation in writing the research report each time he/she took others idea & incorporated it in the text of the report.

Dear students as you know theft is a crime and plagiarism is an academic theft. Therefore, plagiarizing others work has its own consequence on ones academic career, status & acceptance. Among others plagiarism may cause;

- ◆ Lack of academic credibility and acceptance.
- ◆ Dismissal or suspension from an academic institution in which one is learning or conducting research.
- ◆ Revocation of academic license.
- ◆ In the worst case legal punishment after taking cases to court.

The type of punishment employed differs from one institution to the other depending on its rules and policies.

Section IV. Formats of referencing

✪ Overview

Dear students, the previous section thought you about the rules of citation and quotations in using other's work in the text of a research report. This part focuses on the rules of referencing the books, journals, articles, brochures etc... that you cited in the text of the report. It is imperative to list all the materials that that are referred in the text at the end of the research report. This enables others to easily retrieve the books required for further reading or examine the credibility of the research. It is also another way of recognizing other's work cited in your study. However, there are rules that you need to follow in writing references. This part tries to introduce you some of the most important rules of referencing. Be cautious and try to understand the examples given for each situation. Each and every punctuations and ordering are very important.

? Dear students, do you know about the rules of listing references at the end of your research report?

As we have discussed in the previous section a reference list consists of all the materials that were cited and quoted in the main body of your research report. This list provides the necessary information to identify and if need be retrieve the sources mentioned. We also stated that references cited or quoted in the text must also appear under the reference list in alphabetical order having identical year and name in both sections. A complete reference data should consist of such information as; the name of the author, year of publication, the title of the research, volume number (if any), edition number (if any), place of publication, publisher and any other information necessary.

The issue here is that, the format of reference writing differs from publication to publication and also across different disciplines. Therefore, we have to adopt one format which would be applicable to the students of governance and development studies.

There are varieties of reference format that could be followed. If you are required by your discipline you might stick to one of these formats. If not you adopt one of these approaches and use it for your research report. However, the most crucial thing is that, you should be consistent about your citation and referencing across the whole part of the research report. i.e. use the same format continuously from the beginning to the end.

Dear students, let us now look at different examples for different situations that you might need to follow as your referencing format.

The first very important rule that you need to remember in writing reference list is that, all the items (books referred) appear in alphabetical order using the last name of their authors.

Keeping this in mind carefully observe the following rules. These rules will tell you how you to write your references from different sources like books, journals, newspaper, translations, bulletins, brochures and others.

➤ **Book by one author**

Author name – Spencer Clark.

Year – 1996

Title – Economic Development

Place of publication – New York

Publisher – Penguins

? Dear students how are you going to write this as a reference list?

Clark, S. (1996). *Economic Development*. New York: Penguins publishing.

? What changes did you observe?

- The last name is used for alphabet and the first name is abbreviated with a dot.
- The year of publication comes next to the name in a bracket followed by a full stop.

- The title follows from the year and Italicized.
- The place of publication follows from the title
- The name of the publisher and the place of publication is separated by a colon and there is a full stop

All the punctuations and orders are very important that you should use consistently. Observe these rules for the following examples with some new additions. The areas that you need to focus in each examples is bolded so that you can emphasize them.

➤ **Book by two authors**

Markakis, J., and Samuelson, D. (2000). *The Politics of Development*.
London: Donald Publishers.

➤ **Book by three authors.**

Levin,D., Mahesh, K. and Andora, B. (1986). *Decentralization and Development*. Nairobi:
Kikiyu publishing.

➤ **Book by more than 6 authors**

Hellen, D., Sharon, S., Sandra, B., Tronvoll, K., Vanguan, S., Slander, V., **etal.** (2003). *Gender and Development*. London: Oxford press.

etal. Represents the rest of the authors unmentioned in the reference

➤ **Book with no author or editor name mentioned.**

In this case you put the title of the book in the place of the authors name and the first significant word will be used for alphabet.

Governance for Development. (2004). Nebury Park: sage publication.

➤ **Books in which organizations and governmental offices mentioned as authors.**

Ministry of Education. (2006). *Higher Education in Ethiopia*. Addis Ababa: Birana printers.

➤ **Book in which an editor is mentioned as author.**

Criss, h. (Ed.). (2005). *Rural Development in perspective*. Brussles: Tyg pu.

Ed. In the bracket represents editor and if the editors are multiple it will be stated as (Eds.).

➤ **A book with several editions.**

Sara,V., and Adam, K. (2003). *Research for Development students (4th ed.)*. New York: Chelsea House .

➤ **A book with several volume.**

Christopher, C. (1999). *Underdevelopment in the third world: Vol 5*.

The colonial perspective. Sanfransisco: canfield.

➤ **Book with revised edition**

Burke, Y. (1998). *Urban governance in Africa (Rev. ed.)*. Villa Park: sage.

➤ **Book with contribution of articles by several authors and edited by other people.**

Spencer, J. (1999). *Agriculture the back Bone of third world economy*. In **Levin Carol and Katami Ali (Eds), *Affecting the development Trend in the Third world* (PP. 210-229)**. Chicago: papyrus publ.

In this case the author has contributed a chapter in the book and his name appears in the reference list with the title of the chapter. Later on the editors are also mentioned together with the title of the book in which the chapter is situated. The pages refer to the pages of the chapter in the book.

➤ **Article from Journal.**

If you refer an article from a journal;

Barbara, J. (2007). *How can we effect regional development: some observations*. **Journal of economic development, 23, 280-321.**

The number 23 implies that the journal is published for the 23rd times and then the page numbers of the article which you referred.

➤ **Article from a weekly or monthly magazine or newspaper**

Arthur, M.A (2001, October 25). *Global warming and the world's future*. **Newsweek, 504, 9-13.**

➤ **Pamphlet or Brochure**

The African Development Research Group.(1995)..*Factors that affect development policies and strategies of countries: guideline issues*. **(Brochure)**. Addis Ababa: Artistic printers.

➤ **Translation**

Barbara, C. (1983). *Poverty in Rural Africa*(**Maria. C. Trans.**). Tokyo: Sila publishing House.

➤ **Daily newspaper article, no author**

Ethiopian Federalism and its Impact on Regional Development. **(1995, sep 13). The New Herald, P.5.**

➤ **Encyclopedia or Dictionary**

Ronald, J. (1988). *The African Dictionary of Development Studies for students of Development*. **(9th ed., Vol. 5, pp. 520-539)**. London. Macmillan.

Unpublished Doctoral dissertation

Ronald, K. (2003). *Impact analysis of Democratization on Development in Africa*. **Unpublished Doctoral Dissertation**, University of Dareselam, Tanzania.

➤ **Unpublished Master's Thesis.**

Mark, RM. (2005). *Education and Development. The case of Higher Education Expansion in Ethiopia*. **Unpublished Master's Thesis**, University of Addis Ababa, Ethiopia.

➤ **Electronic sources (Internet)**

Constraints Towards Good Governance in the Third World. (2003, August 25). Retrieved October 23, 2000, from [http://www.thirdworld.Org/devet research/html](http://www.thirdworld.Org/devet%20research/html)

➤ **Alphabetical orders.**

All the references are alphabetically ordered. However, note the following possibilities.

➤ **Two or more books by the same author**

Frank, L. (1990). *Gender and development*. New York: Dutton.

_____. (1994). *Allowing females to participate: the development Framework*.
Chicago: Saturn publishing.

In this case you use the year of publication to order the books in your references.

➤ **Reference by the same author(s) and same publication date**

Battani, R.W. (1997a). *planning for development*. London: oxford press.

Battain, RW. (1997b). *project planning*. Chicago: penguins.

Here you can simply order the reference by putting small letters next to the date of publication in the brackets.

Dear distance students, the above stated exams may not be fully exhaustive but might give you basic insight on the rules of how to write your reference lists in your research report. For more and detailed information you can further refer the format prepared by the American psychologists Association (APA).