

Chapter 16

Research Report

The importance of a research study is to evaluate both scholastically and practically the contents of the written proposal and report of the study. The merit of the problem and its adequacy is examined on the basis of research proposal and the contribution of the study is judged on the basis of research report of thesis of the study. There are various formats of educational research report a researcher must understand its meaning and purpose. The following are the major writings formats of research work.

- 1. Research Proposal or synopsis or outline of a research work or project.**
- 2. Research Report or thesis**
- 3. Research Summary, and**
- 4. Research Abstracts.**

A research proposal deals with problem or topic that is to be investigated. It has a variety of formats which vary in their length. Writing a research proposal or synopsis includes an introductory section: problem hypotheses objectives, assumptions, method of study tools, justification and implications of the study. It is written in present or future tense. It covers four to ten pages. It is submitted for the final approval before starting the actual research work. The preparation of research proposal is significant in the development and pursuit of a research project. It is planning phase of a research work which is produced in the written form to judge its worth.

A research report deals with results of completed research work. After completing a research work, it is generally produced in the written 'form, and is called research report or thesis. A detailed description of research activities are provided in it. It has a variety of formats and vary as to its length. It is written in past tense and in third person. It is the final form of the research work. A research report includes usually the following chapters-Introductory or theoretical background, Review of related literature, Methodology, Data collection, Analysis of data, Discussion of results and findings of the study, Bibliography and Appendices. It is also submitted for evaluating its contributions. It serves the purpose of communicating the results of a research work done.

A research summary is the condensed version of research report. It provides the important aspects of research report or thesis. The purpose of the summary is to facilitate the readers or other scholars to understand about work done at a glance because to go through a research report it is very time consuming and difficult. Therefore, the main features of research report are summarized. It takes the form of research journal article or paper. It is also written in the past tense and covers six to twelve pages.

A research abstract is the condensed version of research summary. The main essence of the research work when reduced to a page or para is called research abstract. It includes title, method, sample and findings of the study. These abstracts are published in the journal as Abstracts.

THE RESEARCH REPORT

The writing of research report is usually the concluding task of the research endeavour. Every thing is combined together during the writing of the report. This is the point at which the research must be essentially reproduced in written form. It is a matter of communicating what was done, what occurred, and what the results mean in a concise, understandable, accurate and logical manner.

This is not the difficult task because the researcher has gone through these tasks which he has to reproduce in the same order. Good research reports are not easily written. The report writing is a skill it must be acquired by the researcher.

Since the written report is an account of research project, the organization of the report follows quite closely the organization of the research project. The writing of the report is usually associated with the close of the research for project, few portions of writing may be done while the research study is in progress. The preliminary drafts of the review of the literature can be written and revised and brought upto-date later. Research procedures can be recorded as the project is conducted and while it is fresh in the researcher's mind. It is difficult to write from memory and avoid serious omissions.

The writer should assemble the available informations before taking to the writing work. Mechanical procedures for presenting foot notes, references, figures, tables and the like should be well in mind. In the interest of efficiency and continuity, relatively lot of time should be reserved for the writing work.

The research report should contain all the necessary data and at the same time it should be brief and to the point. There is usually considerable changing and rewriting before the final draft. The report is also known as thesis or dissertation.

NEED OF RESEARCH REPORT

Writing a research report is very challenging task for the researcher. A good research report requires sufficient-experience and insight about his research activities. A research report is needed due to the following reasons:

- The research must be reported in full and its results should be subjected to a criticism and verification.
- The research work is done for the benefit of human being, therefore, it must be communicable to the general public for the practical use.
- The research should be considered to be the culminating act for reflective thinking. It encourages other persons to take up some problem for further investigation.
- The research report requires the creative thinking of a researcher to review the related studies and discussing the result of the study and also suggest some new problems for further studies.
- The research report is also necessary for giving shape and form to the investigation and solidifying it.
- It is needed for providing a clear picture of research method, sample and techniques used in conducting the research work.
- The research report is meant for popularizing the new contributions in the discipline.

GENERAL FORMAT OF RESEARCH REPORT

A written format of a research work is known as thesis or research report. All such works may differ considerably in scope of treatment and details of presentation. Even then all types of research reports are expected to follow a general uniform, common pattern of format, style and structure. The general format of research report is evolved and it has become a tradition in academic area. A research report or thesis is an organized format of research work done. It is viewed in three major categories:

- A. Preliminaries,
- B. Textual Body, and
- C. References.

Each category has been outlined further as follows:

- A. Preliminary Section
 - 1. Title page
 - 2. Preface or acknowledgements
 - 3. Table of content
 - 4. List of tables (if any)
 - 5. List of figures (if any).
- B. Main Body of Report or Textual Body
 - 1. Introduction
 - (a) Statement of the problem
 - (b) Objectives of the study
 - (c) Hypotheses to be tested
 - (d) Significance of the problem
 - (e) Assumptions and delimitations.
 - (f) Definitions of Important terms used.
 - 2. Review of related literature.
 - 3. Design of the study
 - (a) Method and procedure used
 - (b) Tools of research or sources of data
 - (c) Techniques of data collection
 - (d) Description of techniques used.
 - 3. Analysis and presentation of data
 - (a) Analysis of data
 - (b) Tables and interpretation
 - (c) Figures and interpretation.
 - 4. Conclusions
 - (a) Discussion of results
 - (b) Main Findings and inferences
 - (c) Implication of the findings and limitations
 - (d) Suggestions for further studies.

C. Reference Section

1. Bibliography
2. Appendices (if any)
3. Index or glossary (if any).

The detailed explanation of each aspect is given here

A. PRELIMINARY SECTION

As the preliminaries form a significant part of the whole thesis report, due care should be taken in preparing them. If the specifications are already laid down by some colleges or universities they should be observed. However, a general standard pattern suggested here in each case will be helpful for a researcher.

1. Title Page

This is the first page of a thesis or a dissertation. It includes:

- (a) Title of thesis.
- (b) Name of the candidate.
- (c) Purpose or relationship of the thesis to the course or degree requirement.
- (d) College and/or department in which the candidate has been admitted for the degree.
- (e) Name of the university to which it is submitted.
- (f) Month and year of submission or acceptance.

The title should be accurate, concise and clearly printed in capital letters. It should convey the main theme of the problem investigated and if possible one should give a clue about the method or type of research involved. A specimen of title page has been presented here.

2. Preface or Acknowledgement

A preface is different from introduction. It is a brief account of the purport or the origin and the utility of the study for which the thesis is presented. It also includes the acknowledgement to the persons and sources that have been helpful to the investigator. If the researcher does not want to mention anything about the study on this page except acknowledging debt to others, it will be desirable to use the title simple and restrained without flattery and effusive recognition for help by the family members and others. The preface should not be too long with too many details about the research work or its organization, which can appear in introduction. The word PREFACE or ACKNOWLEDGEMENT should be typed in capital letters. It should be written in an impressive way.

3. Table of Contents

This section lists all the main chapter headings and the essential sub-heading in each with the appropriate page numbers against each. The listing of main chapters is generally preceded by some preliminaries like preface or acknowledgement, list of tables, list of figures, abstract or synopsis and their respective pages in small Roman numbers and followed at the end by appendices, and Indexes.

Contents should neither be too detailed nor too sketchy the table of contents should serve an important purpose in providing an outline of the contents of the report. The capitalized title 'Contents' should be the central heading of the page and the capitalized word 'CHAPTER' and 'PAGE' should-

lead to the numbers of chapters and those of pages respectively on the left and right margins. An example' has' been given in the tabular of form.

4. List of Tables

The table of contents is followed by the list of tables on a separate page. This list of tables consists of the titles or captions of the tables included “in the thesis along with the page number where these can be located. It has been illustrated here.

The capitalized title ‘LIST OF TABLES’ should be the central heading of the page and the capital words ‘TABLE’ and ‘PAGE’ should lead to the numbers and those of pages respectively at left and right margins.

5. List of Figures and Illustrations

If any charts graphs or any other illustrations are used in the thesis, a list of figures on a separate page is prepared in the same form as the list of tables except that they are numbered with Arabic numbers. An example has been given here for this -purpose.

Table of Contents

CONTENTS

Preface
 List of Tables
 List of Figures
 I. INTRODUCTION
 (a) Statement of Problem
 (b) Objectives
 (c) Hypotheses
 (d) Assumptions and Limitations
 II. REVIEW OF LITERATURE
 III. DESIGN OF RESEARCH
 (a) Method of Sample
 (b) Procedure and Technique
 (c) Statistical Technique
 IV. ANALYSIS OF DATA
 V. CONCLUSIONS
 Bibliography
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LIST OF TABLES

Table	Page
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3. Distribution of Aptitude Scores	23
4. Regression Weights	28

Similarly list-of figures is prepared. The page number of figures is given facing the page number of the report.

(B) MAIN BODY OF REPORT OR TEXTUAL BODY

The text of the thesis is the most important section in the organization of research report. The quality of worth of thesis is mainly examined. It is the original production of the researcher. The report of the main body serves the function of demonstrating the competence of the researcher. If any sentence, paragraph, concept fails to serve the single function within a given section or chapter, it is irrelevant. The subject matter of any chapter should be relevant to that point. Generally the main body of the research reports consists of five or six chapters.

Chapter

- I. Introduction or Theoretical Frame Work
- II. Review of Related Literature
- III. Design or Methodology
- IV. Data Collection or Administration of Tools and Scoring.
- V. Analysis and Interpretation of Data.
- VI. Conclusions and Suggestions for the Further Researches.

Chapter 1. Introduction or Theoretical Frame Work

The main purpose of this chapter is to indicate the need and scope of the study. It consists essentially of the statement of research inquiry. It is reported in past tense form of work completed. The problem objectives, hypotheses, assumptions and delimitations of the study are reported precisely.

If an introduction is required, the researcher should make certain that it is an introduction that generates an interest and appropriate mental set which introductions are regarded as capable of producing. It must be long enough to do its jobs and nothing more.

Chapter 2. Review of Related Literature

This chapter is essential in most of the research studies. It presents the comprehensive development of the problem background. It indicates what has already been studied by others, which has a bearing upon the present study.

The review of literature stresses two aspects: the first is the consideration of the subject-matter and it is likely more important than the other. The second is related to methodology and design. The review chapter is devoted to the development of the problem statement or the object of the inquiry. The review is utilized to retain a direct relevancy to the study in hand. It is the balancing chapter of the research report.

Chapter 3. Design or Methodology of Research

This chapter indicates the line of approach of the study. The first aspect deals with the method, population and sample of the study and second part provides the tools and techniques employed in the research. It also presents the procedure of the study. The whole plan of the study is discussed in detail under this chapter.

Administration of tools and scoring procedure are reported systematically. The data organization and presentation should be given in this section. It may be reported in a separate chapter of the report.

Chapter 4. Analysis and Interpretation of the Data

In this chapter analysis and results are reported so as to draw the inferences of the study. The analysis of data are presented in tabular form and in figures or pictorial presentation. The results are interpreted at length. This chapter provides the original work or contribution by the researcher. The communicative accuracy is required in this chapter. The text must be developed to ensure an effective ordering of the evidences.

Chapter 5. Conclusions and Suggestions

This is most important chapter of the report. It requires the creative and reflective aspect of the researcher. The results are discussed to make them more meaningful comparison of the results with the evidence in the review section should be woven into the text whenever such a discussion can serve to clarify the points being reported. This is the final chapter of a report, thus findings of the study are summarized and suggestions for the further studies are also given. The implications and delimitations of the findings are also mentioned in this section. The main thrust in the section is the answer of the question or solution of the problem. The validity of the findings should be mentioned.

(C) REFERENCE SECTION

This is the third section of a research report. It consists of generally the bibliography and appendice. It is also essential to include glossary and index for the convenience of the readers. The bibliography, appendix, glossary and index all these are written on a separate page - in the centre with capital letters.

1. Bibliography

The bibliography is a list of the printed sources utilized in the research work. The publications used for information-yield but not quoted in the report may also be included in the bibliography. The format of the bibliography depend on the footnote style. If the foot-notes reference in the text are numbered to refer to the source in the bibliography, the entries must be numerically listed in the order of appearance in the text. The various format manuals include information on form for the bibliography. If the list of sources is too large the bibliography should be categorized in the following sections:

Books, monographs, documents and reports, periodicals and journals, essay and articles, unpublished thesis and material and newspapers.

If selected sources are reported the words 'Selected Bibliography' should be written. In writing bibliography the surname is written first than initials, year of publication, title of the book, publishers name, place and total number of pages. The following are the examples of writing bibliography:

- (i) Example for single author:
Best, John. W (1977) 'Research in Education', 3rd ed., New Jersey : Prentice-Hall Inc. Englewood Cliffs, 403 pp.
- (ii) Example for two authors: The only difference is that second author's name is written differently i.e. initial first and surname at the end in a usual manner.
McGrath, J.H. and D. Gene Watts on (1970) 'Research Methods and Designs for Education' Pennsylvania: International Text-Book Company, 222 pp.