

# Undergraduate research reports

## Format of UG research reports

Research reports generally contain common elements and follow the same basic format.

**Title:** should be **brief, specific and informative**, indicating the nature and scope of your report. Include **key words** so that your work can easily be accessed by electronic methods.

**Abstract:** a **concise summary** that enables readers to quickly assess the contents and direction of your report. It should be brief (around 5% of the total), written in a single paragraph and should cover: the scope and purpose of your report; an overview of methodology; a summary of the main findings or results; principal conclusions or significance of the findings; and recommendations made.

The information in the abstract *must be presented in the same order as it is in your report*. The abstract is usually written last when you have developed your arguments and synthesised the results.

**Introduction:** a very important part of your report as it sets the **context for your research**. It should supply sufficient background to allow the reader to understand and evaluate your study without needing to refer to previous publications. After reading the introduction your reader should understand **exactly** what your research is about, what you plan to do, why you are undertaking this research and which methods you have used.

Key terms may also be introduced and defined in this section. Introductions generally include the **rationale** for your study (why are you interested in this topic? Why is this topic worth investigating?) and an outline of the research questions and hypotheses (the assumptions or propositions your research will test).

**Literature Review:** Not all research reports have a separate literature review section. In shorter research reports, the review is usually part of the Introduction. A literature review is a critical survey of recent relevant research in a particular field. Its purpose is both to offer the reader an overview of the current state of research and to situate your paper within that research. The review is not simply a summary of all you have read.

*In assessing the benefits of online-learning, Greenbaum (1997) proposes a formula for assessing the efficacy of technology in second language acquisition, but fails to address the issue of feedback inadequacy as outlined by Haversham (1996).*

The review, therefore, is the arena for critically evaluating current approaches and / or literature on the subject. Accordingly, you need to: compare and contrast different approaches; evaluate research methods; highlight gaps in research; look for inconsistencies and ethical issues; assess the form, structure and clarity of the written results and constantly question your sources and their relationship to your study. Conclude your literature review by linking key findings to your study.

### Lit Review Check List

Does your review:

- provide a theoretical framework for your study?
- provide the reader with necessary background information to understand the context of your area of study?
- demonstrate familiarity with research in your area?
- establish a link between previous research and your research?

**Methodology (Materials and Methods):** The purpose of the methodology section is to **detail how you conducted your research so that others can understand and replicate your approach**.

You need to briefly describe the subjects (if appropriate), along with any equipment or materials used and the approach taken. If the research method or method of data analysis is commonly used within your field of study, then it is appropriate to simply reference the procedure and not describe it in detail. If, however, your methods are new or controversial then you need to describe them in more detail and provide a rationale for your approach. The methodology is always written in the **past tense**. This section is a description of how you

# Format For Research Report

**Joseph J. Leon**



## **Format For Research Report:**

Instant Notes On: Research Methodology And Statistical Techniques Dr. A. K. Uppal, Research Methodology and Statistical Techniques involve the systematic process of collecting analyzing and interpreting data to answer research questions or solve problems Research methodology includes steps such as formulating a problem reviewing literature developing hypotheses designing the study collecting data analyzing results interpreting findings and reporting conclusions Research can be descriptive analytical experimental applied or basic and may use qualitative or quantitative approaches Steps in Research Formulating the problem Reviewing literature Hypothesis formulation Research design experimental survey observational Research design experimental survey observational Data collection questionnaires interviews tests observation Types of Research Descriptive analytical experimental applied fundamental basic Approaches Qualitative non numerical and quantitative numerical Descriptive Statistics Mean median mode standard deviation variance Inferential Statistics Drawing conclusions about populations from samples Correlation Regression Examining relationships between variables Probability Analysis Determining likelihood of outcomes Conducting and Reading Research in Kinesiology Ted A. Baumgartner, Larry D Hensley, Weimo Zhu, Pamela Hodges Kulinna, 2019-10-14 Updated and reorganized Conducting and Reading Research in Kinesiology Sixth Edition teaches students how to conduct their own research and how to read with understanding the research that others in the field have done This text is comprehensive yet practical and understandable incorporating many examples of the application of various research methods and techniques in an attempt to increase students grasp of the research process Written for those students with little research background and those who may not write a master s thesis the text helps readers develop an appreciation for research and an understanding of how different types of research are conducted so they will become good consumers and readers of the research of others Conducting and Reading Research in Kinesiology Sixth Edition will also serve the need of students beginning the introduction to research course knowing they will write a master s thesis or complete a master s project as it highlights the numerous *Research Methods for Leisure, Recreation and Tourism, 2nd Edition* Ercan Sirakaya-Turk, Muzaffer Uysal, William E Hammitt, Jerry J Vaske, 2017-04-13 Describing the fundamental elements of research methods for leisure recreation and tourism this new edition of a popular textbook is updated throughout It covers the measurement of variables sampling questionnaire design and evaluation methods and also a wider discussion of writing proposals communicating research findings cross cultural research and the use of new technologies in conducting research Written by internationally renowned researchers in an accessible style this book introduces both undergraduate and graduate students to the vital skills they will need to succeed in the leisure recreation tourism and hospitality industries **Survey Research** Joseph J. Leon, 2003 This book is written in a user friendly style for persons in business government and non profit organizations who want to write and or execute a survey using either the in person mail telephone or web methods or who want a good grounding in survey research methods

without all the jargon A short introduction to survey research is provided in Chapter 1 Chapter 2 focuses on ethics using examples from national and international professional associations Chapter 3 describes how to propose a survey within an organization and provides examples Chapter 4 focuses on probability sampling methods used in survey research Chapters 5 to 8 show how to develop and field a survey using the mail in person telephone and the web and provides example question formats overall questionnaire design and cover letters for each method Chapters 9 and 10 show one how to do data entry and data analysis frequencies crosstabulations and multiple regression The next to the last chapter shows how to present your results using charts and the final chapter provides a sample research report Advanced sources are recommended for those who want to specialize in survey research or subfields of sampling and or data analysis

*Introduction to Educational Research* Craig A. Mertler, 2024-11-14 The Fourth Edition of *Introduction to Educational Research* by Craig A Mertler guides readers through the steps of the research process to help them plan and execute research projects in educational settings With balanced coverage of qualitative and quantitative methods an emphasis on ethics and concrete applications of methods this text offers a practical presentation of the research process New to the Fourth Edition are more information on interviews throughout the book expanded coverage of qualitative research and a thoroughly updated chapter on action research Three current research articles are included as appendices to demonstrate qualitative quantitative and mixed methods Comprehensive and student friendly *Introduction to Educational Research* uses conversational and nontechnical language to help students clearly understand and apply research concepts principles procedures and terminology

**Report of the Advisory Committee on Research Into Diseases in Animals** Great Britain. Advisory Committee on Research into Diseases in Animals, 1922

**EBOOK: Children and Young People as Action Researchers: A Practical Guide to Supporting Pupil Voice in Schools** Rita Cheminais, 2012-06-16 As the lead teacher for student voice and participation this publication has already become an invaluable guide and resource The book can be used to strengthen invigorate and champion school councils and pupil voice so much valued by Ofsted The practical strategies given for how to involve young people in key decision making are easy to follow and will produce solid and impressive results quickly Shaun Sedgwick Assistant Headteacher Aldridge School This practical two in one classroom resource has everything you need to introduce action research in your own educational setting and will help you strengthen pupil voice in your school You can familiarize yourself with the basics of pupil action research in the accessible Teacher Guide while your students will be ready to start their research using the downloadable Pupil Resource Packs on the accompanying CD ROM The pupil resources are differentiated for primary pupils and secondary students and produced in colour They contain ready made templates for action research assignments and offer fun basic handbooks for children and young people to use when embarking on their research in partnership with a senior member of staff The resource will enable pupils to feel more confident when in discussion with external visitors such as OFSTED inspectors Rita Cheminais practical resource will enable you to Understand

the concept principles and process of pupil led action research Identify the most appropriate action research approaches to use Unlock the potential of pupils to search for evidence to inform whole school decision making and bring about change Further develop and build upon existing good practice in pupil led research Explore the potential to gain a national Change for Children Award Children and Young People as Action Researchers is packed with useful information and practical advice as well as signposting pupils and teachers to further reading websites and resources Teachers overseeing pupils undertaking action research in primary and secondary schools academies PRU s FE and Sixth Form colleges will find it indispensable

**U.S. Government Research & Development Reports** ,1970 *Landlord and Tenant: Interim Report on Distress for Rent* Great Britain. Law Commission,1966 Copies are supplied by TSO s on demand publishing service A Survey of California's Real Estate Industry, Its Characteristics and Information Sources Andrew L. Pierovich,1963 **Collected Papers from the Department of Biology of the School of Hygiene and Public Health of the Johns Hopkins University** Johns Hopkins University. School of Hygiene and Public Health. Department of Biology,1929 Chiefly reprints from various scientific journals **Annual Report - Social Science Research Council** Social Science Research Council (U.S.),1927 *Annual Report of the Chairman - Social Science Research Council* Social Science Research Council (U.S.),1927 *Microsoft Office Word 2003 for Medical Professionals* Jennifer Duffy,Carol M. Cram,2005-10-03 Designed with the medical profession in mind covers introductory Word skills that a medical assisting nursing or allied health student will need for office support in a clinic or hospital **Rehabilitation Research** Elizabeth Domholdt,2005 This volume presents the knowledge and resources needed to use research in order to improve physiotherapy practice It covers both traditional and emerging topics and captures the diversity and complexity of research today Understanding Research Methods Gerald R. Adams,Jay D. Schvaneveldt,1991 A revised and updated edition of this text on social science research which aims to show the student how to conduct successful research and use the findings to best effect *Marketing Research* Joseph F. Hair,Robert P. Bush,David J. Ortinau,2003 **Gulf Research Reports** ,1978 Marketing Research Richard D. Crisp,1957 Official Gazette Philippines,2009

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