

Research Report Guidelines

Introduction & Background of the Study

Give a brief introduction about the topic of your study and explain the background. Give your rationale (reason) for conducting this study.

Statement of the Problem and Purpose/Aim of the Study

Clearly state what your research focus is and state the problem that you are focusing on. Link this with your introduction and the background of the study.

Significance of the Study

Talk about why your study is important and how it will contribute to the field.

Research Questions (and Hypotheses if any)

Write down the research questions that you are trying to answer with your study. These may be numbered. Sometimes research questions can be stated as aims but writing them in question form clarified the aim of the study better.

Literature Review

Provide information about the previous studies in this field. Include as many studies as you can and explain their relevance to your topic. This section will also help to clarify why such a study is needed by referring to the previously done studies.

Definition of Key Terms

Define the terms that your study focuses on. Use both dictionary and operational definitions.

Methodology

Design

Talk about the design of your research and explain why such a design was useful/necessary in this case.

Participants

Describe your population and the sample. Describe the method used to select the participants and who the participants were. Give as many details as possible in terms of the characteristics of the sample. You can use charts/tables here to represent the participants.

Data Collection Procedures

Explain the procedures you followed to collect the data. Try to give details as much as you can.

Materials

Describe any materials that you used to collect the data in detail. Give references if these materials are taken from somewhere else.

Data Analysis Procedures

Explain how the data was analysed after collection. If it is quantitative, give details of analysis procedures and names of tests to be applied (e.g. frequencies, percentages, mean scores, etc.). If the data is quantitative, again provide information about the procedures to be followed.

Ethical Considerations

Explain how issues of confidentiality, anonymity and any ethical issues that may arise during the course of the study will be dealt with.

Findings and Discussion

Present the findings of your analysis using tables, figures and charts where appropriate. Add your explanations. Then discuss your findings in relation to previously done studies (literature review).

Conclusion and Recommendations

Summarise your main findings and make suggestions for further research. Remember that these should be based on your findings.

References

List all the sources you have used in the text according to APA 6th edition.