Research Report Writing

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Abstract

Research report writing is a systematic process of presenting the objectives, methodology, findings, analysis, and conclusions of a research study in a structured and logical manner. It serves as an effective means of communicating research outcomes to researchers, academicians, stakeholders, and society. This chapter explains the fundamental principles, structure, and procedures involved in preparing an effective research report. It discusses the three major components of a research report: the preparatory section, the main framework, and the reference section. The preparatory section includes the title page, acknowledgement, abstract, table of contents, and lists of tables, figures, and abbreviations. The main framework covers the introduction, review of related literature, research methodology, data analysis and interpretation, and summary of findings and conclusions. Furthermore, the chapter highlights the importance of appropriate referencing styles, appendices, and general typing and formatting guidelines. It also explains the application of descriptive and inferential statistical techniques in presenting and interpreting research findings. Emphasis is placed on maintaining clarity, accuracy, consistency, originality, and logical organization throughout the reporting process. The chapter provides a comprehensive

understanding of the essential guidelines required to prepare a well-organized, academically sound, and scientifically acceptable research report.

Keywords: Research Report Writing, Research Methodology, Literature Review, Data Analysis, Research Findings, Referencing Style, Academic Writing.

Introduction

A research report is a systematic document that highlights the finding of a research. It provides a formal way to convey the ideology behind the logical flow of the research process, its methodology, results, and conclusions to a target reader such as researchers, stakeholders or society. In order to write a research, report we must acknowledge the importance of research process. Planning, preparation and presentation of report is the most important part of research process. It should be delivered efficiently in the structural format. If the report is unstructured and have ambiguity, the time invested would be considered invaluable and wasted. So, it is very important to plan, design and report the results in very reasonable and systematic manner as the finding of research must be delivered to other researchers for further research studies. A recognised and standardised format for report writing will allow researcher to present their results in most logical flow and systematically. This systematic manner involves three main sections which are as follows-

1. **Preparatory Section**

2. **Main Framework**
3. **Reference Section**
4. **Preparatory Section**

Preparatory section involves the steps to be taken in the initial of the reporting of main framework. This section should be reported in roman letters such as i, ii, iii, iv, etc. Basically, this section involves following sub sections-

A. Title page

B. Acknowledgement

C. Abstract

D. Table of content

E. List of tables

F. List of figures, charts, abbreviation, maps (if needed) etc.

A. Title Page: The cover page of the report must have followed information-

a) The title of the research study

b) Department/ faculty to which dissertation or thesis is to be submitted

c) Degree for which it is to be submitted

d) Name of the researcher along with registration no. or enrolment no.,

e) Name of the supervisor

f) University/ organization emblem

g) Name of the university and its address

h) Month and year of submission

A Theis submitted to (university) for the award of the degree of
Doctor of philosophy in (discipline)
By
(Name of the scholar)
(Enroll no.)
Under the guidance of
(Name of the supervisor)
(Designation)
Emblem of university
Name of the Department
Name of the School
Name of the University
Address
Month/ Year of awarding

It is to be noted that it must be less than one page.

B. **Acknowledgement:** In this section of preparatory process, help taken from various authorities, stakeholders, and participants need to be acknowledged by researcher. So, he/she should mention and acknowledged the help taken from different people and organizations such as supervisor, head and dean, co-scholars, different organizations from where data was collected, different Librarians for related literature, office staff for paper work, etc.

C. Abstract

Basic Elements of Research Methods

This section includes a systematic overview of the research process. An abstract has a logical flow comprises of the title of the research, followed by research methodology i.e. describing method used, sample included, tool developed etc. afterwards involve the main finding and its implication. It is usually a page summary of research objectives, research methodology used and result and its discussion. It basically includes 150 to 250 words.

Table of content

Acknowledgement used roman letters I, II, III, IV, etc.,
Abstract
List of tables
List of figures
1. Introduction
1.1 Introduction, 1.2 Statement of the Problem 1.3 Terms Defined 1.4 Objectives of the Study
1.5 Hypotheses 1.6 Limitation of the Study 1.7 Chapter Scheme
2. Review of the Literature
2.1 Research Studies Conducted Abroad 2.2 Research Studies in India 2.4 Conclusion and Gap
3. Research Methodology
3.1 Design of the Sampling Plan 3.1.1 Sample Size 3.1.2 Sampling Frame
3.2 Tool of Collection of Data 3.3 Analysis of Data 3.4 Procedure
4. Analysis and Interpretation of Data
4.1 Results and Discussion 4.1.1 Descriptive Analysis 4.1.2 Inferential Analysis
5. Finding and Conclusion
5.1 Summary of the Finding 5.2 Conclusion 5.3 Scope for Future Research
Bibliography/ reference
Appendix
i Questionnaire ii Interview Schedule Iii Checklist

D. Table of the content

This section is the list of the research report which describes and summarizes every characteristic of the report.

Each and every attribute of the report needs to be described in the form of list. a sample has been discussed below-

For example- if the total number of tables in the chapter 4 is 5 then the numbering should be from table 4.1 to 4.5.

E. List of Tables

In order to attract a quick attention, data and results are needed to be represented in the form of tables. Also, every table must be numbered and numbering should be in such as manner that it is mentioned inside the chapter. For example-If there are 5 tables in the chapter no. 4 then the numbering should be done as 4.1 to 4.5. Also, it is important to mention that table captions are written above the table while figure captions are written below the figure

Table no.	Title	Pages
1.1	Classification based on gender	12
2.	Classification based Socio-economic group	67
3.1	Educational background of the parents	82
3.2	Locale based classification	85
3.3	Preference to use blended learning	89

F. List of figures maps etc.-

For example- if total number of figures in chapter 4 is 3 then the numbering should be 4.1 to 4.3. For better depiction of results, a researcher can add figure.

Also, every figure must be numbered. Numbering should be done in such a manner that it must be mentioned under the chapter. For example, if there are total number of 4 figure in chapter no. 4 then the numbering should be done from 4.1 to 4.4.

Figure no.	Title	Page
1.1	Gender of the participants	81
2.1	Classification based on different Socio -economic group	83
3.1	Educational background of the parents	84
3.2	Locale based classification	86
3.3	Preferences to use blended learning	89

List of abbreviation-

This section involves list of those abbreviation which are used in the study. For example-

- **MOOC** - Massive Open online courses
- **NEP** - National Education policy
- **SWAYAM** - Study web of active learning for young aspiring minds
- **UGC** - University Grant Commission

2. Main Framework-

The main framework involves various chapters. In report, text of research study divided into different chapters. Basically, following chapters are included (this may vary)-

A. Introduction of the study

B. Review of related literature

C. Research methodology

D. Analysis and interpretation of the data

E. Finding and conclusion

A. Chapter-1 Introduction:

First chapter of the report include the detail framework of the research study with respect to present circumstances. This part of the report provide significance of the particular study, statement of research problem, research questions, research objectives, research hypothesis and delimitation the study.

B. Chapter 2 – review of related literature

This chapter of the research report provide the base for the further research i.e. provide the research gap. To review the related literature, it is very important to consider various aspect such as inclusion of only literature that are relevant and significant to the study, assemble the literature in a logical flow, identification of research gap.

Furthermore, review of related literature ensures the framing of research questions, research objectives and research hypothesis.

C. Chapter – 3 research methodology

Research methodology include proper research design i.e., historical, descriptive, experimental to follow, process of data collection i.e., sample size, sampling frame, tool and techniques of data collection i.e. survey, experiment and interview.

D. Chapter -4 Data analysis and interpretation

This chapter involves analysis of data and drawing inferences out of it using statistical tools. Data is presented in the form of table graph and charts, various statistics analysis is being applied using tool leading to interpretation of result finding is being stated afterward. Statistical analysis can be done using-

- Descriptive analysis
- Inferential analysis

i. Descriptive Analysis-

a) In descriptive analysis, with the help of data summarization and description is being drawn. Data must be presented in a clear, distinct and meaningful manner such as graphs, charts and diagram etc.,

b) Apart from graph and diagrams, tables are also used to display the data in one go.

ii. Inferential analysis / hypothesis testing

In this type of analysis, hypothesis which are formulated are being tested. Significance of difference for different level are 0.05 level for social sciences and 0.01 level for physical and medical sciences. After testing, inferences can be made and interpretation are being done. Later, Results are being discussed.

E. Chapter 5- summary of finding and conclusion

In this chapter, researchers are supposed to write the summary of the key finding according to the research question, objectives and hypothesis. Implications are drawn, recommendations for policy makers are being done and suggestions for further study is being suggested.

3. Reference section-

Here in this section of research report, an alphabetical order of various journals, books, research papers, policies, etc., are being mentioned from which researcher have taken suggestions.

Mostly, APA cited style used in social science such as -

For journal: Author(s) name, initial next, title of article, name of the journal (italics), volume no, page numbers.

For books

Basic Elements of Research Methods

Author (s) name, tile of book, publisher name & place, year of publication In case of more than two authors, it is preferred to use et.al after first author.

Appendix

Appendices and annexure (if needed)

In this section, when there is a lengthy detailed information is used in the research work which cannot be incorporated in the chapters such as tools used. For example. - Questionnaire, interview schedule, institution data, publications description of different model/ techniques or any other report which is important to support.

General Typing instruction

For typing instruction, it's is instructed to used white thick unruled bond paper. The printing should be done on one side only. It is important to give 1.5 inch of margin on both i.e., left and right while on top and bottom it is important to leave 1 inch of margin. Also, double spacing between the line, while single spacing for table and footnote. It is noted to that font size should be 12 and font style must be times new roman.

References

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