

Vol 5 Issue 5 Feb 2016

ISSN No : 2249-894X

*Monthly Multidisciplinary
Research Journal*

*Review Of
Research Journal*

Chief Editors

Ashok Yakkaldevi
A R Burla College, India

Flávio de São Pedro Filho
Federal University of Rondonia, Brazil

Ecaterina Patrascu
Spiru Haret University, Bucharest

Kamani Perera
Regional Centre For Strategic Studies,
Sri Lanka

Welcome to Review Of Research

RNI MAHMUL/2011/38595

ISSN No.2249-894X

Review Of Research Journal is a multidisciplinary research journal, published monthly in English, Hindi & Marathi Language. All research papers submitted to the journal will be double-blind peer reviewed referred by members of the editorial Board readers will include investigator in universities, research institutes government and industry with research interest in the general subjects.

Regional Editor

Manichander Thammishetty
Ph.d Research Scholar, Faculty of Education IASE, Osmania University, Hyderabad.

Advisory Board

Kamani Perera Regional Centre For Strategic Studies, Sri Lanka	Delia Serbescu Spiru Haret University, Bucharest, Romania	Mabel Miao Center for China and Globalization, China
Ecaterina Patrascu Spiru Haret University, Bucharest	Xiaohua Yang University of San Francisco, San Francisco	Ruth Wolf University Walla, Israel
Fabricio Moraes de Almeida Federal University of Rondonia, Brazil	Karina Xavier Massachusetts Institute of Technology (MIT), USA	Jie Hao University of Sydney, Australia
Anna Maria Constantinovici AL. I. Cuza University, Romania	May Hongmei Gao Kennesaw State University, USA	Pei-Shan Kao Andrea University of Essex, United Kingdom
Romona Mihaila Spiru Haret University, Romania	Marc Fetscherin Rollins College, USA	Loredana Bosca Spiru Haret University, Romania
	Liu Chen Beijing Foreign Studies University, China	Ilie Pintea Spiru Haret University, Romania
Mahdi Moharrampour Islamic Azad University buinzahra Branch, Qazvin, Iran	Nimita Khanna Director, Isara Institute of Management, New Delhi	Govind P. Shinde Bharati Vidyapeeth School of Distance Education Center, Navi Mumbai
Titus Pop PhD, Partium Christian University, Oradea, Romania	Salve R. N. Department of Sociology, Shivaji University, Kolhapur	Sonal Singh Vikram University, Ujjain
J. K. VIJAYAKUMAR King Abdullah University of Science & Technology, Saudi Arabia.	P. Malyadri Government Degree College, Tandur, A.P.	Jayashree Patil-Dake MBA Department of Badruka College Commerce and Arts Post Graduate Centre (BCCAPGC), Kachiguda, Hyderabad
George - Calin SERITAN Postdoctoral Researcher Faculty of Philosophy and Socio-Political Sciences Al. I. Cuza University, Iasi	S. D. Sindkhedkar PSGVP Mandal's Arts, Science and Commerce College, Shahada [M.S.]	Maj. Dr. S. Bakhtiar Choudhary Director, Hyderabad AP India.
REZA KAFIPOUR Shiraz University of Medical Sciences Shiraz, Iran	Anurag Misra DBS College, Kanpur	AR. SARAVANAKUMARALAGAPPA UNIVERSITY, KARAIKUDI, TN
Rajendra Shendge Director, B.C.U.D. Solapur University, Solapur	C. D. Balaji Panimalar Engineering College, Chennai	V.MAHALAKSHMI Dean, Panimalar Engineering College
	Bhavana vivek patole PhD, Elphinstone college mumbai-32	S.KANNAN Ph.D , Annamalai University
	Awadhesh Kumar Shirotriya Secretary, Play India Play (Trust), Meerut (U.P.)	Kanwar Dinesh Singh Dept.English, Government Postgraduate College , solan

More.....

Address:-Ashok Yakkaldevi 258/34, Raviwar Peth, Solapur - 413 005 Maharashtra, India
Cell : 9595 359 435, Ph No: 02172372010 Email: ayisrj@yahoo.in Website: www.ror.isrj.org

Review of Research

International Online Multidisciplinary Journal

ISSN: 2249-894X

Impact Factor : 3.1402(UIF)

Volume - 5 | Issue - 5 | Feb - 2016



RESEARCH REPORT WRITING: AT A GLANCE



M. C. Yarriswamy

Associate Professor, School of Education, Rani Channamma University, Belagavi.

ABSTRACT:

Research is a very important component with appropriate changes can be brought about for the improvement of standards in the field of education starting from nursery to higher education. The whole world trusts and has deep faith in research and its findings. Therefore all teachers at different levels of education should develop liking for undertaking research work. Research in a general or formal sense means collecting information, such as observing; ask questions, making experiments etc., about something to reach decision in certain matter. Research is an endeavor to discover facts by scientific

method and is a course of a critical investigation.

KEY WORDS: *Research, research findings, scientific method, critical investigation etc.,*

INTRODUCTION:

The final and a very important step in a research study is to write its report. The research report is a means for communicating our research experiences to others and adding them to the fund of knowledge. Communication of the findings is very essential to make an impact in the existing practices in the respective subject/field system. Communicating research findings involves development of research report and dissemination of that report through various means of learners, administrators, policy makers and other concerned area or field of professionals. A report is a written official document that serves a wide range of purpose in all disciplines. It helps to demonstrate the researcher's ability to conduct a scholarly work and communicates the process and outcome of a research project. Research report should be clear cut, accurate and should encourage replication and application of research work.



Meaning of Research report:

A report may be defined as a document in which a given problem is examined for the purpose of conveying the information, reporting findings, putting forward ideas and sometimes, making recommendations. A research report is a formal statement of a research process and its results. It narrates the problem studied, methods used for studying it and the findings and conclusions of the study.

Research report means, a document that summarizes the main features of a study including the research questions, the methods used to address it, the findings, the interpretations and its implications.

“Research reports are detailed and accurate accounts of the conduct of disciplined studies accomplished to solve problems or to reveal new knowledge.” (Busha and Harter, 1988).

In Oxford English Dictionary, ‘A report is a statement of the results of an investigation or of any matter on which definite information is required.’

According to American Marketing Society, its purpose is to convey to interested persons the whole result of study in sufficient detail and to enable each reader to comprehend the data and to determine himself the validity of the conclusions. It covers, Disseminations, Presents the conclusions for the information and knowledge to others, to check the validity of the generalizations, so to encourage others to carry on research on the same or allied problem.

Then comes the main body of the research report. While writing these aspects of research care should be taken to use appropriate research terminologies and sentences couched in simple words, which can understand by everyone. While writing the objectives there should be no ambiguity and it must be stated in understandable way.

The methodology used must be written in a meaningful way. Appropriate statistical techniques needs to be used and it must be explained properly. The Herculean task of the researchers is writing the research report, which can be understood by everyone. Any research article should have an abstract followed by a detailed research analysis of the study conducted. Researcher can use short paras and sentences from any source but it should properly acknowledged. Appropriate conclusions needs to be drawn and it must be written properly.

At the end of the each of the research article reference materials/bibliography used and consulted should be appropriately cited. Bibliography/Webliography needs to be written in A.P.A (American Psychological Association) Style. M.L.A (Modern Language Association) style format can also be used to write the bibliography. Important educational or any other subjects research journals needs to be consulted. For ex: Indian Educational Review (I.E.R), Journal of Indian Education of NCERT, Educational Research, Dimensions of Education and EDUTRACKS.

Attributes/Characteristics of a Report:

- ❖ A research report is a narrative but authoritative document on the outcome of a research effort.
- ❖ It presents highly specific information for a clearly designated audience or interest of target readers.
- ❖ It is non persuasive as a form of communication.
- ❖ Extra caution is shown in advocating a course of action even if the findings point to it.
- ❖ Presentation is subordinated to the matter being presented.
- ❖ It is a simple, readable and accurate form of communication.
- ❖ Reports follow conventional organizational patterns.
- ❖ Reports are grounded in factual supportable details.

Functions of Research report:

A well written research report performs several functions.

- ❖ It serves as a means for presenting the problem studied, methods and techniques used for collecting and analyzing data, the findings, conclusions and recommendations in an organized manner.
- ❖ It serves as a basic reference material for future using developing research proposals in the same or related area.
- ❖ A report serves as a means for judging the quality of the completed research project.
- ❖ It provides factual base for formulating policies and strategies relating to the subject- matter studied.
- ❖ It provides systematic knowledge on problems and issues analyzed.

Objectives of Research report:

The objectives of a report identify exactly what information it covers, for whom it is written and why it should be produced; these objectives should be clear to the writer long before the process of writing starts.

It may be necessary to keep in mind that the writer should note down the precise details and check regularly until the last stages of production.

The writer should ask himself/herself the following questions:-

- What does the reader already know about the material of this report?
- How wide is the reader's knowledge of subject?
- Why should the particular reader need this particular report?
- What is it necessary to tell the reader?
- What will be the reader's expected response?
- What from the writer's point of view is the desired response?
- How can the writer bridge the gap between what the readers knows already and what the writer wants the reader to know, in order to produce desired response?

Purpose of Research report:

The purpose of a research report is to communicate to interested persons the methodology and the results of the study in such a manner as to enable them to understand the research process and to determine the validity of the conclusions. The aim of the report is not to convince the reader of the value of the result, but to convey to him/her what was done, why it was done, and what was its outcome. It is so written that the reader himself can reach his/her own conclusions as to the adequacy of the study and the validity of the reported results and conclusions. After conducting the research the important task is to write Research Article or Report. Normally, there will be three major steps namely, prelims or preliminary information, which includes title page, preface, acknowledgement, necessary table related to research.

- To report information, including key aspects of daily activities, meetings, trips and conferences; to report progress on projects.
- To analysis information including data for decision making and data from laboratory studies or field studies.
- To persuade readers to consider the analysis and accept any recommendations and for whom it is needed. At times, someone needs information to stay informed, make a decision, or justify an action. The content, style and format of reports simplify readers work.

Importance of Report writing:

1. Reporting his/her own research help the researcher to develop his growing inquiring personality.
2. A big group of people may use the results of his/her research to solute their emergent problem and to improve their practices.
3. A group of prospective researcher may be motivated to research through the study of the report.
4. A group of novice researcher may find new fields of research and be benefited for the selection of their research problems.
5. A group of researchers working in the same area may be benefited from the knowledge of the techniques and tools reported.

Content of Research Report:

- ❖ Abstract
- ❖ Introduction
- ❖ Methods
- ❖ Results
- ❖ Discussion
- ❖ Reference

Abstract: Abstract is a clear, concise, brief description of the study, which is placed at the beginning of the study. An abstract should contain the study purpose, design, setting, sample size, major results and conclusions. It communicates concisely the major findings of the study.

Introduction: Introduction describes the researcher's discovery and how it contributes to the existing base of knowledge. Introduction should include:-

- The central phenomena, concept or variables under the study.
- The statement of purpose, objectives, questions or hypotheses.
- The background, significance and need for the study.
- Identification of the theoretical framework that underpins the study.

Methods: Method section of the research report describes about the major methodologic decisions taken by the researcher to answer the research question. It includes study design, population, sample, methods of measurement and data collection process. Presentation of the method section in detail will help the readers to critique the study methods.

Results: It presents the findings obtained by analysis of data. It highlights the name of the statistical procedures used to analyze the data. Results obtained from analyses are presented in tables, figures or in narrative form in the research report.

Discussions: It addresses the meaning of the findings. It includes major findings, limitations of the study, conclusions drawn from the findings, implications of the findings for education and recommendations for further research.

References: It includes the list of books, reports, website based information and other journal articles that are referred by the researcher in the text of the report.

Types of Research Report: Reports may be oral type and written type.

- An Oral report is a piece of face to face communication about something seen or observed and is liable to be changed if repeated.
- A Written report is relatively more accurate and permanent. It can be referred to again and again by its nature of presentation and is more formal than the oral report.

Formal and Informal Report: The written report may be classified as:

- Formal report and
- In-formal report

Formal report:

Generally follows a prescribed format such as Front matter, body and back (end) matter. Front and back material refer to materials that come before and after the body of the report. Theses and dissertations contain both.

Types of Research reports: The major kinds of report are:-

- Theses and dissertations
- Journal articles
- Conference papers for professional meetings
- Report to funding agencies
- Research posters
- Abstract

Typical Material includes (Front):-

(1) Title page, (2) Certificate from the supervisor to sign with date, (3) Tables of contents, (4) List of tables, (5) List of figures/graphs, (6) Abstract

Back Material includes:-

(1) Bibliography, (2) Appendix or Appendices, (3)

In-formal reports usually run from a few paragraphs to a few pages and is shorter version report having only essential elements such as: Introduction, body of the content, conclusions and recommendations. Because of their brevity, in-formal reports are customarily written as a letter or as a memorandum and are used for internal purposes and for dealing with routine issues such as task reports, periodic activity reports, progress reports, trip and conference reports, 'to file' (achieve) documents.

Formal reports generally adhere closely to strict conventions of languages. Most formal reports also have a number of standard sections; such as an abstract and table of contents and matter such as references and appendices. Because of the extensive front matter in a formal report, it tends to repeat content, something that seldom occurs in an in-formal report.

Other types of reports: Research reports may be classified into:

❖ **Technical report:** Suitable for a target audience of researchers, research managers or other people familiar with and interested in the technicalities such as research design, sampling methods, statistical details etc.,

❖ **Popular report:** This type of report is designed for an audience of executives/administrators and

other non-technical users. Suitable for a more general audience, interested mainly in the research findings as it is non-technical in nature

❖ **Interim report:** When there is a long time lag between data collection and the presentation of the results in the case of sponsored project, the study may lose its significance and usefulness and sponsor may also lose interest in it. One of the most effective ways to avoid such eventualities is to present an interim report.

Summary report: A summary report is generally prepared for the consumption of the lay audience viz; the general public. The preparation of this type of report is desirable for any study whose findings are of general interest. It is a short report of two or three pages. It is written in non-technical, simple language with a liberal use of pictorial charts.

❖ **Research abstract:** This is short summary of the technical report. It is usually prepared by a doctoral students on the eve of submitting, his/her thesis. Its copies are sent by the university along with letters of request to the examiners invited to evaluate the thesis. It contains a brief presentation of the statement of the problem, the objectives of the study, methods and techniques used and an overview of the report. A brief summary of the results of the study may also be added. This abstract is primarily meant for enabling the examiner-invitees to decide whether the study belongs to the area of their specialization and interest.

❖ **Research article:** This is designed for publication in a professional journal. If a study has two or more aspects that can be discussed independently, it may be advisable to write separate articles rather than to crowd too many things into a single article. A research article must be clearly written in concise and unambiguous language. It must be logically organized, progressing from a statement of the problem and purpose of the study, through the analysis of evidence, to the conclusions and implications.

These types of reports vary from one another in terms of the degree of formality, physical form, scope, style and size.

Planning Report Writing:

After the data analysis is over, report writing cannot be started abruptly. It requires careful pre-planning. This planning process involves the following considerations and steps.

As a research report is a means of communications, we have to consider some basic questions which determine the effectiveness of communication, namely 'who' says "what" to "whom" "in which way" and with "what effect".

The target audience, the communication characteristics of the audience, the intended purpose of the report, the type of report, the scope of the report, the style of reporting, the format of the report and outline/table of contents

Basic components of a research report/General format of the research report:

Research reports whether short or long have a set of identifiable components. Headings and Sub-headings are used to divide different sections incorporated in the report. Depending on the types of users, the report may drop or the add the sections.

For the purpose of presentation of a research report several style manuals are available which

provide guidance to the researcher as to the specific rules on style and format to be followed in reporting findings of his/her research. Some universities, research organizations or journal boards have established their own format to which their thesis, dissertations or research papers must conform, but all formats are somewhat similar to the following outline which comprises of three main sections.

1. Preliminary section
2. Body of the report or text
3. The reference section

1. Preliminary section:

- Title and cover page
- Preface, including acknowledgments (if necessary)
- Table of contents
- List of tables (if any)
- List of figures, maps or illustrations (if any)
- List of abbreviations
- Letter of transmittal, authorization letter (Optional)

2. Body of the report or text:

- Introduction
- Design of the study
- Analysis and interpretation of the data
- Summary and conclusions

Introduction:

- Statement of the problem
- Research objectives
- Review of related literature/analysis of previous research
- Relation of present problem to theoretical position of the previous research
- Significance of the problem
- Assumptions underlying hypothesis
- Statement of hypothesis
- Definitions of important terms
- Delimitations of the study

Design of the study:

- Procedures employed, sampling/research design
- Source of data
- Data collection instruments/data collection techniques
- Sampling and methods of gathering the data
- Data analysis techniques
- Limitations of the study

Analysis and interpretation of the data

- Text
- Tables (if any, or usually included into the text)

- Figures (if any, or usually included into the text)
- Research findings

Summary and conclusions

- Brief re-statement of problem and procedures
- Principal findings and conclusions with their practical implications (if any)
- Suggestions for further research
- Recommendations

Reference section:

- Bibliography/References
- Webliography
- Appendices/Annexure

General rules of typography of writing research report:

- ❖ A good quality of bond paper, 8 ½" by 11" in size and of 13 to 16 pound weight should be used. Only one side of the sheet is used in typewritten manuscript.
- ❖ To facilitate the proper placement of copy on the page a guide sheet may be constructed, showing the proper margins, the center of the copy portion, and the number of lines for the top and bottom margins.
- ❖ All margins should be 1 ½ inches-top, bottom, left and right.
- ❖ All material should be double spaced.
- ❖ Words should not be divided at the end of the line unless completing them would definitely interfere with the margin. A few spaces of run over is preferable. In dividing words, consult a dictionary for correct syllabication.
- ❖ Direct quotations not over three typewritten lines in length are included in the text and enclosed in quotation marks. Quotations of more than three lines are set off from the text in a double spaced paragraph and indented five spaces from the left margin without quotation marks. Original indentations are retained.
- ❖ Page numbers are given in parentheses at the end of a direct quotation.
- ❖ Underlining words or letters informs the printer to set those words or letters in Italics. For example, book titles are underlined in a typed manuscript and printed in Italics in a journal or book.

Style guides for research report:

Specific directions have not been provided here for preparing front and back material, citing references and presenting tables and figures.

- ❖ That is because each journal and each college and university has its own accepted style. When preparing thesis or dissertation:
- ❖ You are expected to follow the style guide approved by the institution through which the work is done.
- ❖ Some colleges and universities have prepared their own.
- ❖ Others have adopted existing style books by which the following are well known and widely used.

American Psychological Association suggested for:-

Citing e-mail communication, citing a website, citing specific document on a website, citing

articles and abstracts from electronic databases, Web citations in text.

Avoiding Plagiarism: Humans are naturally copiers, but this is not what we would typically call plagiarism. Many people think of plagiarism as copying another's work or borrowing someone else's original ideas but terms like "copying" and "borrowing" can disguise the seriousness of the offence. Plagiarism means the act of presenting another's work or ideas as your own. All knowledge in your head has either been copied from some place or originally discovered by you. Most knowledge was copied. This is true in most settings. In a research paper, we have to come up with our own original ideas while at the same making reference to work that's already been done by others. But how can we tell where their ideas and end our own begin? What's the proper way to integrate source in our paper? If we change some of what an author said, do we still have to cite that author?

Preventing Plagiarism when writing:

Here are some of the ways to prevent plagiarism. They are consult with your instructor or guide/supervisor, plan your paper, take effective notes, when in doubt, cite sources, make it clear who said what?, know how to paraphrase and analyze and evaluate your sources.

Proof reading of the final draft of the Research Report:

When the final typed copy of the report is completed, it is necessary to proof read each page carefully. The typing errors are best detected by proof reading each line from right to left. A few erasures may be made to correct a copy, but crossing out or inserting or sentence and typing over letters are not permissible. The correction should always be made by computer writing operator and not in ink/whitener. It is advisable to retype the page if there are more than one or two corrections.

While retyping care should be taken to accommodate the material in such a way so that the last line on the page comes even. If no care is taken, the researcher may have to retype the rest of the chapter and renumber the remaining pages of the research report.

It is necessary to check the page numbers in the 'table of contents', 'List of tables' and 'List of figures' correspond exactly with 'chapter headings', 'table headings' and 'figure headings' in the text. Before stitching the pages together or binding the research report, a final check should be made that the pages are arranged in the correct sequence.

CONCLUSION:

The research reports can be communicated to the audiences through various ways. Simple presentation and ready availability of the findings makes it convenient for the utilizers to utilize the findings in their practice. There may be variations in the manner a research report may be formed. Emphasis is given on to the simplicity and to its practical implications.

Research report is an official document that helps to communicate the process and outcome of the research project. Before writing a report, decide the content, develop an outline, prepare a rough draft, rewrite and then finalize the draft for publication. Strictly adhere to an approved style throughout the manuscript preparation to prevent stylistic problems.

REFERENCES:

1. John W. Best and James V.Kahn (1986). "Research in Education". New Delhi, Prentice Hall of India Private Limited, Pp 315-335.
2. Krishnaswami and Ranganathan (2006). "Methodology of Research in Social Sciences". Delhi,

Himalaya Publishing House, Pp 386-433.

3. Lokesh Koul (2008). "Methodology of Educational Research". Delhi, Vikas Publishing House Pvt. Ltd., Pp 385-415.

4. Nirmala V et.al (2011). "Research Methodology in Nursing". St Louis, (USA), Jaypee Brothers Medical Publishers (P) Ltd., Pp 163-176.

5. Radha Mohan (2005). "Research Methods in Education". New Delhi, Neelkamal Publications Pvt. Ltd., Pp 372-427.

6. Ram Ahuja (2007). "Research Methods". New Delhi, Rawat Publications, Pp318-323.

7. Swain A.K.P (2009). "A Text Book of Research Methodology". New Delhi, Kalyani Publishers, Pp 690-754.

8. Kothari C.R (1985). 'Research Methodology: Methods and Techniques'. New Delhi, Wishwa Prakashana, Pp 403-422.

9. <http://www.plagiarism.org/plagiarism-101/prevention/>



M. C. Yarriswamy

Associate Professor, School of Education, Rani Channamma University, Belagavi.

Publish Research Article International Level Multidisciplinary Research Journal For All Subjects

Dear Sir/Mam,

We invite unpublished Research Paper, Summary of Research Project, Theses, Books and Books Review for publication, you will be pleased to know that our journals are

Associated and Indexed, India

- * Directory Of Research Journal Indexing
- * International Scientific Journal Consortium Scientific
- * OPEN J-GATE

Associated and Indexed, USA

- DOAJ
- EBSCO
- Crossref DOI
- Index Copernicus
- Publication Index
- Academic Journal Database
- Contemporary Research Index
- Academic Paper Database
- Digital Journals Database
- Current Index to Scholarly Journals
- Elite Scientific Journal Archive
- Directory Of Academic Resources
- Scholar Journal Index
- Recent Science Index
- Scientific Resources Database

Review Of Research Journal
258/34 Raviwar Peth Solapur-413005, Maharashtra
Contact-9595359435
E-Mail-ayisrj@yahoo.in/ayisrj2011@gmail.com
Website : www.ror.isrj.org