

# ***REPORT WRITING***

Importance of publishing the  
findings of your research

*“Publish or Perish”*

## ***REPORT WRITING***

Why Writing a research report?

- 1- It is essential to share the results of your findings. The researcher's duty is to increase knowledge. Human knowledge belongs to all humanity, it must be shared and made available publicly.
- 2-Shared experiences with colleagues to assist them in their missions.
- 3-Expose your work to assessment by those who can evaluate your work in terms of value, interest and accuracy.
- 4- Professional value of the researchers can only be evaluated in terms of their output.
- 5-Research costs money and those who supply the money must get something of value in return.

### *Types of research articles:*

Research results may be published in many ways. These are some of the more traditional ones:

#### **1. A journal article,**

these come in two general categories:

##### a-Peer reviewed

A peer-reviewed journal is one in which the articles submitted for publication are sent to a panel of expert “peers” in the discipline to read and evaluate the suitability of publication of the material presented.

##### b-Non peer reviewed

*Only peer-reviewed publications are of significance as scientific research publication. We shall not discuss non-reviewed publications.*

#### **2-A conference paper,**

conferences may be:

##### a) Commercially or trade oriented

Commercially oriented conferences are really trade shows.

##### b) Professionally/scholarly oriented

Professional/scholarly conferences provide opportunities for high level professionals and scholars in a given field to get together and exchange ideas, methods and techniques attend tutorials or to establish collaboration for the future or to “compare notes”.

##### c) Research oriented

Research oriented conferences are the places where a dynamic discipline exposes the world to the research work-in-progress or emerging research directions.

### **3-An article in a trade or scholarly periodical**

A place for the publication of material that might be of value to the profession or the research community which may not be publishable in an archival or research journal. For example:

1. Material that is not original research but is an application of some current or established research which highlights a new issue or opens a question etc.
2. Material that proposes a research project of interest or a collaboration for a project.
3. A case study or an experience report.
4. A revalidation of previous research.

### **4-A thesis**

a major written work reporting on an identifiable piece of research conducted by a candidate for a higher degree. It is a complete documented evidence that the candidate is capable of conducting independent research and of reporting its findings. Whilst a thesis is the usual requirement for PhD degrees, sometimes other lower degrees MSc or MA degrees also require a thesis.

*Many of thesis written by researchers have become major pieces of research in a discipline. For example*

*De Borglie's thesis on particle wave theory won him the Nobel Prize  
Petri's thesis on Petri nets and Lotfi-Zadeh's thesis on Fuzzy logic are  
amongst the two greatest contributions of all times*

For your thesis

For your thesis the following outline of chapters is suggested:

- Chapter1: Introduction
- Chapter2: Review of Literature
- Chapter3:Theoretical Framework-Hypothesis
- Chapter4:Research Design (Methodology)
- Chapter5:Results
- Chapter6: Analysis of Data
- Chapter7: Finding and Discussion
- Chapter8:Summary, Conclusions, and Recommendations
- References
- Appendixes

## RESEARCH PROPOSAL

A research proposal is intended to convince others that you have a worthwhile research project and you have the competence and the work-plan to complete it.

Research proposals must address the following questions:

1. What do you want to do, how much will it cost, and how much time will it take?
2. How does the proposed project relate to the sponsor's interests?

3. What difference will the project make to: your university, your discipline, the state, or whatever the appropriate categories are?
4. What has already been done in the area of your project?
5. How do you plan to do it?
6. How will the results be evaluated?
7. Why should you, rather than someone else, do this project?

### Writing a Research Proposal

***Research is part science and part advertising.***

***Not only do you need to develop good ideas but you must be able to sell your ideas***

Different types of purposes include:

Exploration , Description , Explanation , and Prediction/Control

### Purpose of Research Proposal

1-Present a literature review defining concepts and principal variables related to research problem.

2-Present a specific research question with explicit hypotheses to be tested

3-Develop a plan for addressing that research question empirically, including descriptions of:

A-The research design, including explicit definition of independent and dependent variables and how the stimuli and procedures implement these variables

B-Types of analyses to be used, predicted results, and how these predictions relate to the hypotheses

#### ELEMENTS OF A RESEARCH PROPOSAL

1. Title (Informative title)
2. Abstract (Self-sufficient and convincing abstract)
3. Study Problem (Purpose of this study)
4. Rationale/Relevance of the Project (Why should this research be done, Is it generate new knowledge, will it fill gaps in existing knowledge)
5. Literature Review
6. Specific Study Objectives (Research objectives, Research question, and Hypothesis)

## 7. Research Methods

### I. Study design (Quantitative, and/or Qualitative)

### II. Data collection

Variables: outcomes, predictors

Measures/instruments

Procedures

### II. Statistical considerations

Sample size

Data analysis

## 8. Ethical Considerations

Consent form

Privacy of information

## 9. Work Plan

## 10. Budget

## 11. References

Report1

Report2

## *Ethics*



Bhopal gas tragedy, was  
a gas leak incident in  
India



In November 1940, just months  
after its completion, a large section  
of the Tacoma Narrows Bridge  
crashed into Puget Sound in  
Tacoma, Wash. The bridge collapsed  
under high winds, a failure that  
shocked engineers at the time

## Why is Research Ethics Important

- a) It is a reflection of respect for those who 'take part' in research
- b) It ensures no unreasonable, unsafe or thoughtless demands are made by researchers
- c) It ensures sufficient knowledge is shared by all concerned
- d) It imposes a common standard in all the above respects

## **Ethics**

Ethics are norms or standards of behaviour that guide moral choices about our behaviour and our relationships with others

The aim of ethics in research is to ensure that no one is harmed or suffers adverse consequences from research activities.

Unethical activities

1. Violating non disclosure agreements and breaking respondent confidentiality.
2. Misrepresenting results.
3. Deceiving people.
4. Invoicing irregularities.
5. Avoiding legal liability

Ethical issues in research come in three basic categories:

A- The researcher's responsibility towards science and the society:

Any research project undertaken must be

1. Purposeful.
2. It must have a chance to succeed, and
3. Yield useful results.

A researcher has the responsibility to be absolutely honest about:

1. conducting the research
2. progress
3. Expenditure of funds and the necessity for such expense.

B-The researcher's responsibility towards his colleagues

It is imperative that all research done by others and used in relation with the current project be adequately and correctly referenced so that the rights of those who actually produced the results are preserved.

By providing adequate referencing, your colleagues would be able to:

- A. Qualify, verify and further justify the basis of your work
- B. More easily access work that may help THEM in their work.

*Research is best to be thought of as collaboration  
not competition*

C-The researcher's responsibility towards his research subjects:

*Subjects come in three categories: inanimate, animal and human*

The responsible researcher must:

1. Ensure equality of risk/reward
2. Ensure the privacy and confidentiality of the subjects
3. Ensure professionalism
4. Ensure the subjects right to withdraw consent.
5. Ensure the subject's right to a debrief.
6. Ensure to minimize use of deception

## What Projects Need Ethical Approval?

- Human participants
- Use of the 'products' of human participants
- Animal participants
- Work that potentially impacts on human participants
- *Where ethical approval is deemed unnecessary a disclaimer may be signed by researcher (and supervisor)*

***END***