

# Module - V

## Report Writing

### Meaning and Significance of Report Writing

Report writing: (MSP)

1. The last phase of the journey in social survey is writing of report. That is it is final stage of a ~~res~~ research.
2. After collected the data
- the data ~~are~~ has been ~~examined~~ analysed
  - and interpreted
  - and various generalizations have been drawn
  - and the report has to be prepared.
3. So the report is <sup>brief</sup> the statement that contains in
- brief of procedure adopted and
  - and the findings arrived at by the investigator (or) researcher of a problem.

Ans  
↳ Whereas it is only a brief statement  
of most significant facts that are  
necessary for understanding the general's  
conclusions drawn by the investigator.

### Significance of Research Report - (Saravand)

- i) The preparation of a report is the final stage of a research.
- ii) The purpose of a research report is to convey to interested persons the whole result of a study, with sufficient details.
- iii) The basic quality of good scientific writing is accuracy and clarity.
- iv) Whereas the best guarantee of a good report is a well-organized study, there are common aids to clarity with deserve mention, i.e: mechanical aids to clear presentation.

# Types of Research Report (C.R. Collier)

There are two types of reports. They are

1. Technical Report
2. Popular Report.
3. Interim
4. Summary
5. Article.

1. Technical Report: It contains

A general outline of a technical report can be as follows in heads: →

- i) Summary of results
- ii) Nature of the study
- iii) Methods employed
- iv) Data
- v) Analyzing data and presentation of findings.
- vi) Conclusions.
- vii) Bibliography.
- viii) Technical appendices
- ix) Index



i) Summary of results:

A brief review of the main findings just in two or three pages.

ii) Objectives of the study:

Description of a general objective of the study

a) Formulation of a problem in operational terms

b) The working hypothesis

c) The type of analysis and data required etc.

iii) Methods employed:

a) Specific methods used in the study and their limitations.

For example: in Sampling studies we should give of Sample design:

Vile:  $\rightarrow$  Sample size  $n=20, n=30, n=50, n=100$  -  
 $\rightarrow$  Sample selection etc.

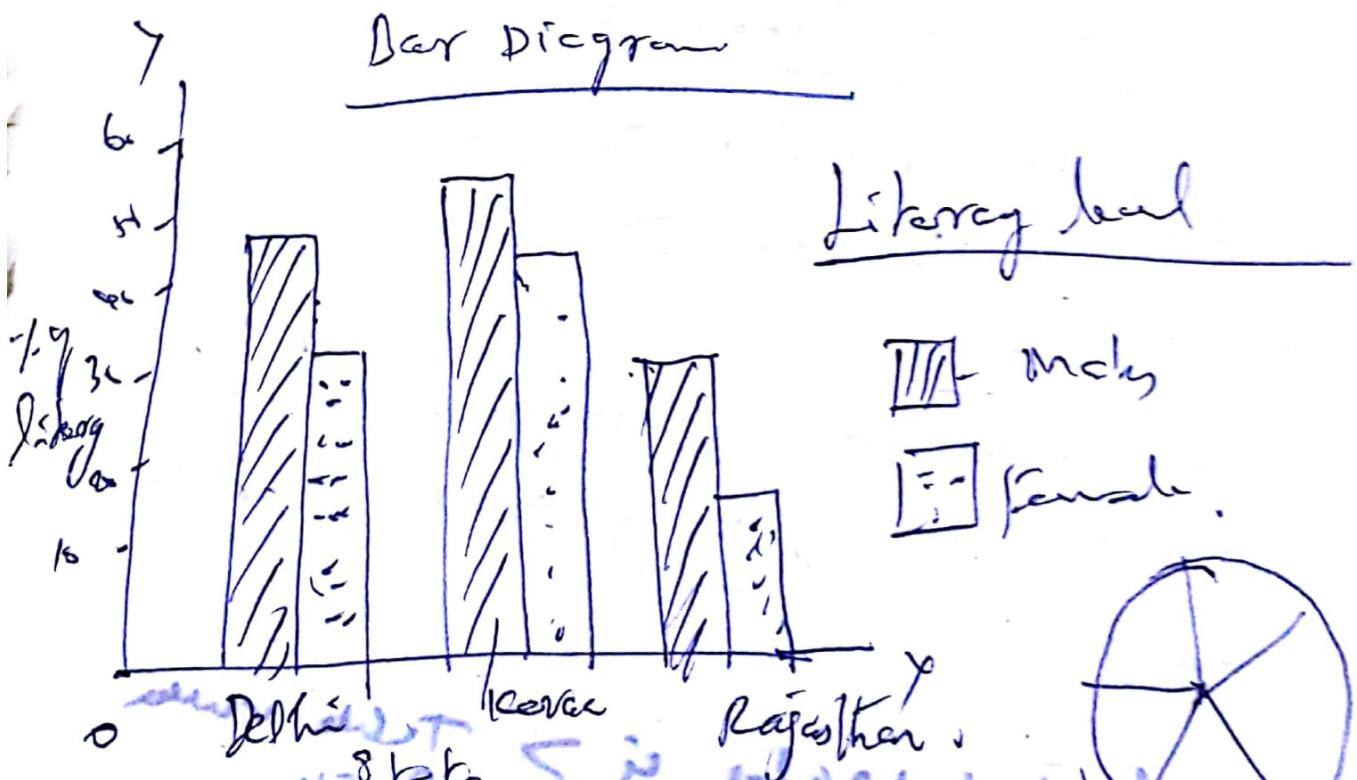
Example:  $n < 30 = t$  test  
 $n$  large or -  $F$  test

iv) Data:

- Both primary and collected or secondary data.
- So discussion characteristics and their limitations were in its both types of data.

v) Analysis of data and presentation of findings:

- The analysis of data and presentation of findings of the study with supporting data with form of tables and charts and other types of diagrams.



vi) Conclusion:

- A detailed Summary of the findings are
- draw the policy implications drawn from the results may be explained.

vii) Bibliography:

\* Various sources like

- Books
- Articles
- Conference papers
- Journals.

are to be prepared and attached.

viii) Technical appendices: - various sources

- Statistical tables - relating to Army
- quantitative mathematical derivations, etc.

Example:  $\begin{matrix} \text{Table Value} > & \text{Calculated value} \\ 3.042 > & 0.005 \end{matrix}$

ix) Index:

\* Index must be prepared and be given invariably in the report at the end.

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Calculated value is  $>$  Table value  
 $6.58 > 3.54$   
 So it is not accepted. Reason is significant



## 2) popular Report :

a The popular report is one which gives emphasis on simplicity and attractiveness

b The simplification <sup>means</sup> should be sought through clear writing.

a Minimize technical ~~it~~

a particularly mathematical

a details and liberal use of charts and diagram.

### General Outline of a popular report

i) The findings and their implications.

ii) Recommendations for action.

iii) Objectives of the study

iv) Methods employed

v) Results

vi) Technical appendices

i) The findings of a popular report

→ Emphasis (important) in the report is given on the findings of

most practical interest and on the implication of these findings.

ii) Recommendations for action:

a It is on the basis of findings of the study is made in this section of the report.

iii) Objectives of the study:

→ A general review  
→ how the problem arise  
presented along with the specific objectives of the project under study

objectives  
↓  
one having problem  
↓  
problem  
↓  
how is being study  
(or)  
(or)  
(or)  
top

iv) Methods employed:

a A brief and Non-technical description of the methods and techniques used with help of data.

v) Results:

→ This section contribute main body of the report  
→ the results of the study are presented



is clear and non-technical terms  
with liberal use of all sorts of illustrations

→ Such as

→ charts, diagrams, and so on.

vi) Technical appendices:-

• More detailed information on  
methods used, forms, etc is presented  
in the form of appendices.

## 19.9 MECHANICS OF WRITING A RESEARCH REPORT

There are very definite and set rules which should be followed in the actual preparation of the research report or paper. Once the techniques are finally decided, they should be scrupulously adhered to, and no deviation permitted. The criteria of format should be decided as soon as the materials for the research paper have been assembled. The following points deserve mention so far as the mechanics of writing a report are concerned:

- (i) *Size and physical design:* The manuscript should be written on unruled paper 8 1/2" × 11" in size. If it is to be written by hand, then black or blue-black ink should be used. A margin of at least one and one-half inches should be allowed at the left hand and of at least half an inch at the right hand of the paper. There should also be one-inch margins, top and bottom. The paper should be neat and legible. If the manuscript is to be typed, then all typing should be double-spaced on one side of the page only except for the insertion of the long quotations.
- (ii) *Procedure:* Various steps in writing the report should be strictly adhered (All such steps have already been explained earlier in this chapter).
- (iii) *Layout:* Keeping in view the objective and nature of the problem, the layout of the report should be thought of and decided and accordingly adopted (The layout of the research report and various types of reports have been described in this chapter earlier which should be taken as a guide for report-writing in case of a particular problem).

- (iv) *Treatment of quotations:* Quotations should be placed in quotation marks and double spaced, forming an immediate part of the text. But if a quotation is of a considerable length (more than four or five type written lines) then it should be single-spaced and indented at least half an inch to the right of the normal text margin.
- (v) *The footnotes:* Regarding footnotes one should keep in view the followings:
- (a) The footnotes serve two purposes viz., the identification of materials used in quotations in the report and the notice of materials not immediately necessary to the body of the research text but still of supplemental value. In other words, footnotes are meant for cross references, citation of authorities and sources, acknowledgement and elucidation or explanation of a point of view. It should always be kept in view that footnote is not an end nor a means of the display of scholarship. The modern tendency is to make the minimum use of footnotes for scholarship does not need to be displayed.
  - (b) Footnotes are placed at the bottom of the page on which the reference or quotation textual material by a space of half an inch and a line about one and a half inches long.
  - (c) Footnotes should be numbered consecutively, usually beginning with 1 in each chapter separately. The number should be put slightly above the line, say at the end of a quotation. At the foot of the page, again, the footnote number should be indented and typed a little above the line. Thus, consecutive numbers must be used to correlate the reference in the text with its corresponding note at the bottom of the page, except in case of statistical tables and other numerical material, where symbols such as the asterisk (\*) or the like one may be used to prevent confusion.
  - (d) Footnotes are always typed in single space though they are divided from one another by double space.
- (vi) *Documentation style:* Regarding documentation, the first footnote reference to any given work should be complete in its documentation, giving all the essential facts about the edition used. Such documentary footnotes follow a general sequence. The common order may be described as under:

(A) *Regarding the single-volume reference*

- (a) Author's name in normal order (and not beginning with the last name as in a bibliography) followed by a comma;
- (b) Title of work, underlined to indicate italics;
- (c) Place and date of publication;
- (d) Pagination references (The page number).

Example:

John Gassner, *Masters of the Drama*, New York: Dover Publications, Inc. 1954, p. 315.

(B) *Regarding multivolumed reference*

- (a) Author's name in the normal order;
- (b) Title of work, underlined to indicate italics;
- (c) Place and date of publication;



- (d) Number of volume;
- (e) Pagination references (The page number).

(C) *Regarding works arranged alphabetically*

For works arranged alphabetically such as encyclopedias and dictionaries, no pagination reference is usually needed. In such cases the order is illustrated as under:

*Example 1:*

"Salamanca," *Encyclopaedia Britannica*, 14th Edition.

*Example 2:*

"Mary Wollstonecraft Godwin," *Dictionary of national biography*.

But if there should be a detailed reference to a long encyclopedia article, volume and pagination reference may be found necessary.

(D) *Regarding periodicals reference*

- (a) Name of the author in normal order;
- (b) Title of article, in quotation marks;
- (c) Name of periodical, underlined to indicate italics;
- (d) Volume number;
- (e) Date of issuance;
- (f) Pagination.

(E) *Regarding anthologies and collections reference*

Quotations from anthologies or collections of literary works must be acknowledged not only by author, but also by the name of the collector.

(F) *Regarding second-hand quotations reference*

In such cases the documentation should be handled as follows:

- (a) Original author and title;
- (b) "quoted or cited in,";
- (c) Second author and work.

*Example:*

J.F. Jones, *Life in Ploynesia*, p. 16, quoted in *History of the Pacific Ocean area*, by R.B. Abel, p. 191.

(G) *Case of multiple authorship*

If there are more than two authors or editors, then in the documentation the name of only the first is given and the multiple authorship is indicated by "et al." or "and others".

Subsequent references to the same work need not be so detailed as stated above. If the work is cited again without any other work intervening, it may be indicated as *ibid*, followed by a comma and the page number. A single page should be referred to as p., but more than one page be referred to as pp. If there are several pages referred to at a stretch, the practice is to use often the page number.

for example, pp. 190ff, which means page number 190 and the following pages; but only for page 190 and the following page '190f'. Roman numerical is generally used to indicate the number of the volume of a book. Op. cit. (opera citato, in the work cited) or Loc. cit. (loco citato, in the place cited) are two of the very convenient abbreviations used in the footnotes. Op. cit. or Loc. cit. after the writer's name would suggest that the reference is to work by the writer which has been cited in detail in an earlier footnote but intervened by some other references.

(vii) *Punctuation and abbreviations in footnotes:* The first item after the number in the footnote is the author's name, given in the normal signature order. This is followed by a comma. After the comma, the title of the book is given: the article (such as "A", "An", "The" etc.) is omitted and only the first word and proper nouns and adjectives are capitalized. The title is followed by a comma. Information concerning the edition is given next. This entry is followed by a comma. The place of publication is then stated; it may be mentioned in an abbreviated form, if the place happens to be a famous one such as Lond. for London, N.Y. for New York, N.D. for New Delhi and so on. This entry is followed by a comma. Then the name of the publisher is mentioned and this entry is closed by a comma. It is followed by the date of publication if the date is given on the title page. If the date appears in the copyright notice on the reverse side of the title page or elsewhere in the volume, the comma should be omitted and the date enclosed in square brackets [c 1978], [1978]. The entry is followed by a comma. Then follow the volume and page references and are separated by a comma if both are given. A period closes the complete documentary reference. But one should remember that the documentation regarding acknowledgements from magazine articles and periodical literature follow a different form as stated earlier while explaining the entries in the bibliography.

Certain English and Latin abbreviations are quite often used in bibliographies and footnotes to eliminate tedious repetition. The following is a partial list of the most common abbreviations frequently used in report-writing (the researcher should learn to recognise them as well as he should learn to use them):

|           |                             |
|-----------|-----------------------------|
| anon.,    | anonymous                   |
| ante.,    | before                      |
| art.,     | article                     |
| aug.,     | augmented                   |
| bk.,      | book                        |
| bull.,    | bulletin                    |
| cf.,      | compare                     |
| ch.,      | chapter                     |
| col.,     | column                      |
| diss.,    | dissertation                |
| ed.,      | editor, edition, edited.    |
| ed. cit., | edition cited               |
| e.g.,     | exempli gratia: for example |
| eng.,     | enlarged                    |
| et al.,   | and others                  |

|                                |   |
|--------------------------------|---|
| et seq.,                       | et sequens: and the following   |
| ex.,                           | example   |
| f., ff.,                       | and the following   |
| fig(s),                        | figure(s)   |
| fn.,                           | footnote  |
| ibid., ibidem                  | in the same place (when two or more successive footnotes refer to the same work, it is not necessary to repeat complete reference for the second footnote. Ibid. may be used. If different pages are referred to, pagination must be shown).      |
| id., idem.                     | the same  |
| ill., illus., or<br>illust(s). | illustrated, illustration(s)  |
| Intro., intro.,                | introduction  |
| I, or II,                      | line(s)   |
| loc. cit.,                     | in the place cited; used as op.cit., (when new reference is made to the same pagination as cited in the previous note)  |
| loco citato;                   |   |
| MS., MSS.,                     | Manuscript or Manuscripts   |
| N.B., nota bene:               | note well   |
| n.d.,                          | no date   |
| n.p.,                          | no place  |
| no pub.,                       | no publisher  |
| no(s),                         | number(s)   |
| o.p.,                          | out of print  |
| op. cit:                       | in the work cited (If reference has been made to a work and new reference is to be made, <i>ibid.</i> , may be used, if intervening reference has been made to different works, <i>op.cit.</i> must be used. The name of the author must precede. |
| opera citato                   |   |
| p. or pp.,                     | page(s)   |
| passim:                        | here and there  |
| post:                          | after   |
| rev.,                          | revised   |
| tr., trans.,                   | translator, translated, translation   |
| vid or vide:                   | see, refer to   |
| viz.,                          | namely  |
| vol. or vol(s),                | volume(s)   |
| vs., versus:                   | against   |

(viii) *Use of statistics, charts and graphs:* A judicious use of statistics in research reports is often considered a virtue for it contributes a great deal towards the clarification and simplification of the material and research results. One may well remember that a good picture is often worth more than a thousand words. Statistics are usually presented in the



form of tables, charts, bars and line-graphs and pictograms. Such presentation should be self explanatory and complete in itself. It should be suitable and appropriate looking to the problem at hand. Finally, statistical presentation should be neat and attractive.

- (ix) *The final draft* Revising and rewriting the rough draft of the report should be done with great care before writing the final draft. For the purpose, the researcher should put in himself questions like: Are the sentences written in the report clear? Are they grammatically correct? Do they say what is meant? Do the various points incorporated in the report fit together logically? "Having at least one colleague read the report just before the final revision is extremely helpful. Sentences that seem crystal-clear to the writer may prove quite confusing to other people; a connection that had seemed self evident may strike others as a *non-sequitur*. A friendly critic, by pointing out passages that seem unclear or illogical, and perhaps suggesting ways of remedying the difficulties, can be an invaluable aid in achieving the goal of adequate communication."<sup>1</sup>
- (x) *Bibliography*: Bibliography should be prepared and appended to the research report as discussed earlier.
- (xi) *Preparation of the index*: At the end of the report, an index should invariably be given, the value of which lies in the fact that it acts as a good guide, to the reader. Index may be prepared both as subject index and as author index. The former gives the names of the subject-topics or concepts along with the number of pages on which they have appeared or discussed in the report, whereas the latter gives the similar information regarding the names of authors. The index should always be arranged alphabetically. Some people prefer to prepare only one index common for names of authors, subject-topics, concepts and the like ones.

## 19.10 PRECAUTIONS FOR WRITING RESEARCH REPORTS

Research report is a channel of communicating the research findings to the readers of the report. A good research report is one which does this task efficiently and effectively. As such it must be prepared keeping the following precautions in view:

1. While determining the length of the report (since research reports vary greatly in length), one should keep in view the fact that it should be long enough to cover the subject but short enough to maintain interest. In fact, report-writing should not be a means to learning more and more about less and less.
2. A research report should not, if this can be avoided, be dull; it should be such as to sustain reader's interest.
3. Abstract terminology and technical jargon should be avoided in a research report. The report should be able to convey the matter as simply as possible. This, in other words, means that report should be written in an objective style in simple language, avoiding expressions such as "it seems," "there may be" and the like.

<sup>1</sup> Claire Sellitz and others, *Research Methods in Social Relations* rev., Methuen & Co. Ltd., London, 1959, p. 454.

4. Readers are often interested in acquiring a quick knowledge of the main findings and as such the report must provide a ready availability of the findings. For this purpose, charts, graphs and the statistical tables may be used for the various results in the main report in addition to the summary of important findings.
5. The layout of the report should be well thought out and must be appropriate and in accordance with the objective of the research problem.
6. The reports should be free from grammatical mistakes and must be prepared strictly in accordance with the techniques of composition of report-writing such as the use of quotations, footnotes, documentation, proper punctuation and use of abbreviations in footnotes and the like.
7. The report must present the logical analysis of the subject matter. It must reflect a structure wherein the different pieces of analysis relating to the research problem fit well.
8. A research report should show originality and should necessarily be an attempt to solve some intellectual problem. It must contribute to the solution of a problem and must add to the store of knowledge.
9. Towards the end, the report must also state the policy implications relating to the problem under consideration. It is usually considered desirable if the report makes a forecast of the probable future of the subject concerned and indicates the kinds of research still needs to be done in that particular field.
10. Appendices should be enlisted in respect of all the technical data in the report.
11. Bibliography of sources consulted is a must for a good report and must necessarily be given.
12. Index is also considered an essential part of a good report and as such must be prepared and appended at the end.
13. Report must be attractive in appearance, neat and clean, whether typed or printed.
14. Calculated confidence limits must be mentioned and the various constraints experienced in conducting the research study may also be stated in the report.
15. Objective of the study, the nature of the problem, the methods employed and the analysis techniques adopted must all be clearly stated in the beginning of the report in the form of introduction.

## 19.11 CONCLUSION

In spite of all that has been stated above, one should always keep in view the fact report-writing is an art which is learnt by practice and experience, rather than by mere doctrination.

# Format of a research report

## Structure of Research Report

a. Generally a research report; whether to be called a dissertation or a thesis; consists of three parts and different chapters.

I. The preliminary section  
i.e. : Prefatory pages

II. The text  
i.e. : (i) Main body of a report  
(ii) Conclusion

III. The reference material  
i.e. : Bibliography etc.

I. preliminary section :

It consists of following components.

i) the title page

ii) preface including acknowledgements,  
copyright

iii) table of contents

iv) list of table

v) list of figures

vi) list of abbreviations.



## II Text or Content (main body of the report)

It consists of following sections.

i) Introduction

(Introductory chapters)

Introduce  
of a topic

ii) Main body of the report

(usually divided into two or three chapters and sections)

Prove  
Existence  
of topic

Expl:

Chapter - I - Introduction

Chapter - II - Review of literature

Chapter III - Profile of an area

Chapter IV - ~~Anal.~~ Interpretation & disc.

iii) Conclusion.

(Summary, Recommendations, and Suggestion).

## III - Reference Material

The reference material is generally divided as follows.

i) Bibliography

ii) Appendices

iii) Glossary of terms (if any) &

iv) Index (if any).

D. Summa

Title page

Economic Analysis of Sugarcane  
Cultivation in <sup>Kambolan</sup> ~~Chaygar~~ Block, at  
Distrik Tanah Jawar Distrik.

Thesis Submitted in partial fulfillment  
of the Requirements for the Award of  
Degree of Masters of Art in Econ.

Submitted by

Name: X

Registration: X

Research Supervisor

Name: X

Address: Jalan

Departemen of Econ

Blora di Blora Jawa Tengah

Department of Econ

Bharatidasan University

2016

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