

RESEARCH REPORT FORMAT

RESEARCH REPORT

Writing the report is the last, and for many, the most difficult step of the research process. The report informs the world what you have done, what you have discovered and what conclusions you have drawn from your findings. The report should be written in an academic style. Language should be formal and not journalistic.

Written Research Project Report Format

Traditional written reports tend to be produced in the following format.

Title Page

-Title of the Research Project,

-Name of the researcher,

-Purpose of the research project, e.g. *“A research project submitted in partial fulfillment of the requirements of National Council for Hotel Management and Catering Technology, New Delhi for the degree of PhD in Hospitality and Hotel Administration”*

-Date of Publication

Table of Contents

In this section is listed the contents of the report, either in chapters or in subheadings.

List of Tables

This section includes title and page number of all tables

List of Figures

This section contains title and page number of all graphs, pie charts etc.

Acknowledgements

Here the researcher may acknowledge Institute Principal, Faculty Guide both research guide and technical guide, research participants, friends etc.

Introduction

This section introduces the research setting out aims and objectives. It includes a rationale for the research.

Theoretical Framework and Review of Literature

In this section is included all your background research which may be obtained from the literature review. You must indicate from where all the information has come, so remember to keep a complete record of everything you read. If you do not do this, you could be accused of plagiarism which is a form of intellectual theft. When you are referring to a particular book or journal article, use the Harvard system.

Research design:

This section includes all practical details followed for research. After reading this, any interested party should be able to replicate the research study. The methods used for data collection, how many people took part, how they were chosen, what tool was used for data collection, how the data was analysed etc.

Data Analysis and Interpretation:

If you have conducted a large quantitative survey, this section may contain tables, graphs, pie charts and associated statistics. If you have conducted a qualitative piece of research this section may be descriptive prose.

Summary and Conclusion:

In this section, you sum up your findings and draw conclusions from them, perhaps in relation to other research or literature.

Recommendation:

If you have conducted a piece of research for a hotel or any other client organization, this section could be the most important part of the report. A list of clear recommendations which have been developed from the research is included- sometimes this section is included at the beginning of the report.

Suggestion for Further Research:

It is useful in both academic reports and work-related reports to include a section which shows how the research can be continued. Perhaps some results are inconclusive, or perhaps the research has thrown up many more research questions which need to be addressed. It is useful to include this section because it shows that you are aware of the wider picture and that you are not trying to cover up something which you feel may be lacking in your own work.

List of References/Bibliography:

- *List of references contains details only of those works cited in the text.*
- *A bibliography includes sources not cited in the text but which are relevant to the subject.(larger dissertations or thesis)*
- Small research projects will need only a reference section. This includes all the literature to which you have referred in your report. The popular referencing system Harvard System lists books and periodicals in the following manner:

FORMAT OF CITATIONS/REFERENCES

1. MLA(Modern Language Association) style is most commonly used to write papers and cites sources within the liberal arts and humanities.

Book – Kothari, Chakravanti Rajagopalachari. *Research Methodology: Methods and techniques*. New Age International, 2004.

Journal – Sherwani, N. U. K., and Anjim Sabiha. "ENTREPRENEURSHIP DEVELOPMENT IN DELHI THROUGH MICROFINANCE." *Asian Journal of Multidisciplinary Studies* 3.7 (2015).

2. APA defined. APA (American Psychological Association) is most commonly used to cite sources within the health sciences and social sciences fields.

Book – Kothari, C. R. (2004). *Research Methodology: Methods and techniques*. New Age International.

Journal – Sherwani, N.U.K., & Sabiha, A. (2015). ENTREPRENEURSHIP DEVELOPMENT IN DELHI THROUGH MICROFINANCE. *Asian Journal of Multidisciplinary Studies*, 3(7).

3. Chicago Manual of Style, is quite flexible and cover both parenthetical and note citation

Book – Kothari, Chakravanti Rajagopalachari. *Research Methodology: Methods and techniques*. New Age International, 2004.

Journal – Sherwani, N. U. K., and Anjim Sabiha.”ENTREPRENEURSHIP DEVELOPMENT IN DELHI THROUGH MICROFINANCE.” *Asian Journal of Multidisciplinary Studies* 3, no. 7 (2015).

4. Parenthetical referencing, also known as **Harvard referencing**, is a citation style in which partial citations—for example, “(Smith 2010, p. 1)”—are enclosed within parentheses and embedded in the text, either within or after a sentence.

Book – Kothari, C.R., 2004. *Research Methodology: Methods and techniques*. New Age International.

Journal – Sherwani, N.U.K. and Sabiha, A., 2015. ENTREPRENEURSHIP DEVELOPMENT IN DELHI THROUGH MICROFINANCE. *Asian Journal of Multidisciplinary Studies*, 3(7).

Standard Format for writing a report

Paper: Bond Paper (need not be executive bond)

Size: 8.5inches X 11inches

Margin:

Left – 1.5 inch

Top – 1 inch

Bottom – 1 inch

Right – 1 inch

Font : Times New Roman

Font Size : 12

Spacing : Double

Binding : Black Rixin

Gold Embossing on Cover:

Research Title

Student Name

Name of Institute

Year of Submission