

National Library and Documentation Services Board

WORKSHOP ON RESEARCH METHODOLOGY

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Lecture 7

Presentation of findings and Report Writing

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Presentation of Findings/Results

- Three main methods to present the findings/results:

- **Mathematical Functions**

$$Y = f(x, x, x,)$$

- **Tabulation method**

- **Graphical/Pictorial Presentation**



Contd.

Tabulation Method

Five components in a table

- Table number
 - Title
 - Stub
 - Captions
 - Body
 - Source and Notes(Optional)
- 

Graphical/Pictorial Presentation

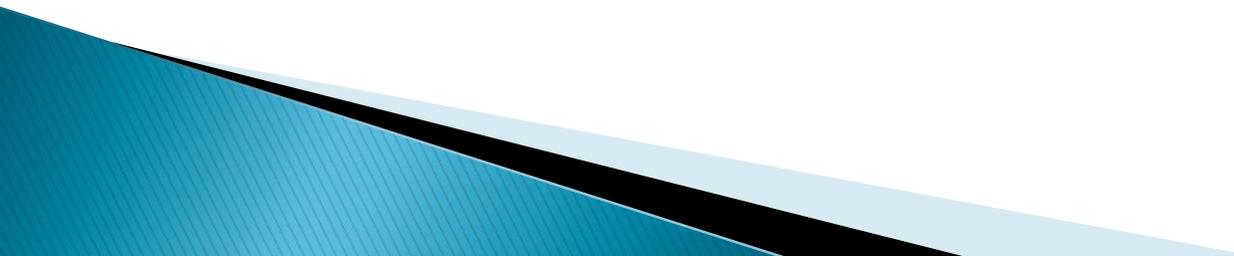
Following component should be in a graph

- Figure number
- Title
- Indicate the name of x axis and Y axis
- Mark the scale in X axis and Y axis
- Body (Bar chart, pie chart, Line graphs)
- Legend
- Source and Note

In a map indicate scale and the North–South directions



Report Writing

- ▶ A report is a formal piece of writing. Its main features are its logical structure, with numbered sections and subsections, and its style, which is impersonal and objective.
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Factors to consider when writing

▶ Aim of the report

Several Aims:

- For students it is basis for a grade.
- For young researcher seeking recognition and support, it is chance to publish for professional credit.
- For the established professional, it an opportunity to add to scientific knowledge and communicate with colleagues and public.
- Above all, the research report should aim to convince your readers.

▶ **Readership**

The style, length, level and language etc. of the report depends on intended reading audience. Therefore points must be made in more detail and technical terms must be more fully explained for general audience and for a specialized audience it must be other way.

Characteristics of Scientific Writing

▶ **Objectivity**

Objectivity in writing means intellectual honesty in the research report. Objectivity also means that you draw only those conclusions which are clearly supported by the data.

▶ **Accuracy**

Accuracy in the research report means a thorough checking and rechecking of all source materials. Further we must check carefully the data entry, text, citations, tables, graphs, diagrams and reference list and avoid all errors, omissions and carelessness.

Cont.

▶ **Clarity**

The report should be written and presented in clear. That means avoid ambiguity and vagueness of the text. Then it will have an impact on those who read it. Make footnotes or end notes to define or make description to clarify ideas and presentations.

▶ **Economy**

Economy in report writings means writing ideas without wasting words, repetitions, space, or time. The thorough editing is required.

Organization of the Research Report

- ▶ **The research Report should include the following sections:**

- ▶ **1. Abstract**

This is not an introduction. It is a very short, summary of the entire document (thesis/dissertation/report/research paper) of about 100-150 words. The purpose of an abstract is a) to introduce the topic b) to describe how you did the research c) to discuss the results of what was done and d) to explain the implications of the results. The abstract usually appears first, but is the last section to be written.

- ▶ **2. Introduction**

The introductory chapter will probably have four or five sections: rationale of the research area, importance and relevance of your research, a statement of the problem, research questions and outline of the chapter or sections.

▶ **3. Objective/(s) and hypothesis/(ses)**

Once you have established the place of your research, you will have a section explaining the aims (objectives) of the research and hypothesis(es). Here is in very specific form indicate aims and hypotheses.

▶ **4. Literature Review**

The purpose of the literature review is to provide proof of scholarship; in other words, to show that you know the literature and you have intellectual capacity to read it and criticize it constructively.

Contd. Organization of the report

- ▶ **5. Data and Methods/Methodology**

Includes the data used, population and sample, measures and procedures used to analyze data.

- ▶ **6. Results**

Includes statistical analysis, tables, graphs, diagrams, maps, which provide the basis for test of the theory and hypotheses.

Contd. Organization of the report

▶ **7. Discussion**

Includes interpretation of the results.

▶ **8. Summary and Conclusion**

▶ **9. References (use Harvard method)**

- **Making reference for a text book:** Author's surname. Initials. Year. *Title of the publication* (in italics). Place of publication. Name of publisher

- **For a Journal Article/paper:** Author's surname. Initials. Year. Title of the paper (within one/two inverted commas). *Name of Journal* (in italics). Vol. No. (part no.-option). Pp (better to type : page numbers).

Contd. Organization of the report

- **For a chapter/section written in a edited book:**

Surname of Author (chapter written). Initials. Year. Title of the chapter. Surname and initials of editor (s) with indicating word **in**. *Title of the Book* (in italics). Place of publication. Name of publisher. Chapter no. page numbers.

- **Internet/web page:** web address. Date. Title

- ▶ **10. Appendix**

Includes any additional relevant information, such as questionnaire forms, figures, and mathematical formulas.

Thank you