THE NATURE AND SCOPE OF RESEARCH

What research is?

- Research is an organized and systematic way of finding answers to questions
- A systematic process of *collecting and analyzing information* (data) in order to increase our understanding of the phenomenon about which we are concerned or interested
- A systematized effort to gain new knowledge
 - Search for (new) knowledge/facts through objective, systematic
 and scientific method of finding solution to a problem
- The three major goals of research are defining the prevailing situation, analyzing information, and reaching new conclusions
- The three main acts of doing research are *searching for, reviewing, and evaluating information*

What Research is not?

- Research isn't information gathering:
 - Gathering information from books, journal articles, conference papers and/or the Internet isn't research.
 - Information gathering has no contribution to new knowledge.
- Research isn't the transportation of facts:
 - Merely transporting facts from one source to another doesn't constitute research.
 - Missed the essence of research: the interpretation of data.
 - No contribution to new knowledge although this might make existing knowledge more accessible.
- Not synonymous with commonsense
 - but research is systematic, reproducible and objective (purposeful)

Objectives of research

- The purpose of research is to discover answers to questions through the application of scientific procedures.
 - to find out the truth which is hidden and which has not been discovered as yet.
- Though each research study has its own specific purpose, we may think of research objectives as falling into a number of following broad groupings:
 - 1) To gain familiarity with a phenomenon or to achieve new insights into it (Exploratory or formulative research studies)
 - 2) To describe accurately the characteristics of a particular individual, situation or a group (**Descriptive** research studies)
 - 3) To determine the frequency with which something occurs or with which it is associated with something else (**Diagnostic** research studies)
 - 4) To test a hypothesis of a causal relationship between variables (**Hypothesis-testing** research studies).

Motivation in Research

What makes people to undertake research?

- The possible motives for doing research may be either one or more of the following:
 - 1. Desire to get a research degree along with its consequential benefits;
 - 2. Desire to face the challenge in solving the unsolved problems, i.e., concern over practical problems initiates research;
 - 3. Desire to get intellectual joy of doing some creative work;
 - 4. Desire to be of service to society;
 - 5. Desire to get respectability.
- Many more factors such as directives of government, employment conditions, curiosity about new things, desire to understand causal relationships, social thinking and awakening, and the like may as well motivate

Scientific Research

- *How is it different from non-scientific research?*
 - Focuses on solving problems and follows a step-by-step logical,
 organized, and rigorous method. i.e. identify the problems, collect data,
 analyze and draw valid conclusions
- Non-scientific research- based on experience and intuition
- Any scientific research is *systematic* follows a clear procedure so that the experiment can be replicated and the results verified.
- All scientific research has a goal, repeated and refined experimentation gradually reaching an answer.
- Scientific research is impartial, objective, empirical and logical
- Scientific research leads to the development of generalizations, principles or theories, resulting in to some extent in prediction and control of events.

Qualities of Good Research(Scientific Research)

Good Research is:

- Empirical: this means that any conclusions drawn are based upon hard evidence gathered from information collected from real life experiences or observations.
- Systematic: research is structured with specified steps to be taken in a specified sequence in accordance with the well defined set of rules.
 - Systematic characteristic of the research does not rule out creative thinking but it certainly does reject the use of guessing and intuition in arriving at conclusions.
- *Objective*: Scientific knowledge is objective. Objectivity simply means the ability to see and accept facts as they are, not as one might wish them to be.
 - Objectivity demands that one must set aside all sorts of the subjective considerations and biases

Good Research is:

- Replicable: produce the same results if repeated exactly. So replicability
 will help to verify and confirm the study
- Logical: research is guided by rules of logical reasoning & logical process of induction & deduction
 - logical reasoning makes research more meaningful in the context of decision making.
- Controlled: Variables are identified & controlled, wherever possible The researcher must in some way isolate, or control, chose factors that are central to the research problem.
 - Control is important for replication: An experiment should be repeated under the identical conditions and in the identical way in which it was first carried our.

Types of Research

- There are different ways of classifying research.
- It should also be noted that there is no clear dividing line between one method and the other.
- However, Research can be classified in terms of the following:
 - Goal of research: Applied vs. Basic
 - Specific objective of research: Descriptive, Explanatory, and Exploratory
 - Approaches of research: Quantitative vs. Qualitative
 - **Design**: Experimental vs. Non Experimental
 - The type of data used in the research: Primary vs. Secondary
 - Field of study: Natural, social, educational, behavioral, health science etc.

Basic research

Basic vs. Applied Research

Basic research (usually refers to fundamental research, or pure research)

- It is concerned with generalizations & formulation of theory
- Gathering knowledge for knowledge's sake
- The researcher is testing theory and ideas without necessarily applying the results to practical problems
- The main motivation is to expand man's knowledge, not to create or invent something.

Objective:

- Advancement of knowledge(formulating or expanding theory)
- Understanding of theoretical relationship between variables
- Exploratory in nature (discovery of knowledge)

Example. How did the universe begin?

How does the human memory work?

How do children acquire new languages?

Is computer important in everyday life?

Applied research

Applied research is also called field research, evaluation research, or action research

- Applied research aims at finding a solution for an immediate problem facing a society or an industrial/business organization.
- The central aim of applied research is to discover a solution for some pressing practical problem
- Designed to solve practical problems of the modern world, rather than to acquire knowledge for knowledge's sake.
- Solve specific, practical questions
- For example, applied researchers may investigate ways to:
 - o improve agricultural crop production
 - o treat or cure a specific disease
 - improve the energy efficiency of homes, offices, or modes of transportation
 - What is the most efficient and effective vaccine against Malaria?
 - An investigation to determine the side effects of alcohol consumption.
 - How can cyber security be improved to prevent election fraud?

Quantitative vs. Qualitative

Quantitative research

- Quantitative research is based on the measurement of quantity or amount
- It is applicable to phenomena that can be expressed in terms of quantity
- Involves looking at amounts, or quantities, of one or more variables of interest.
- Purpose:
 - **⇒** To explain and predict
 - To confirm and validate
 - **⊃** To test theory

Qualitative research

- Qualitative research, on the other hand, is concerned with qualitative phenomenon,
 i.e., phenomena relating to or involving quality or kind.
- involves looking at characteristics, or qualities, that cannot be entirely reduced to numerical values.
- Purpose:
 - To describe and explain
 - To explore and interpret
 - To build theory

Research Characteristics

- Originates with a question or problem in a specific area.
- Requires clear articulation of a goal or objective.
- Follows a specific plan or procedure (framework or model or architecture).
- Often divides main problem into sub-problems to ease the study.
- Guided by specific problem, question, or hypothesis.
- Accepts certain critical and significant assumptions and theory during the research work.
- Requires preparation of datasets, running experiments, analysis and interpretation of results.

RESEARCH PROPOSAL

What is the research proposal?

What is a research proposal?

- ✓ It is a detailed plan of your study.
- ✓ It is a document which sets out your ideas in an easily accessible way.
- ✓ A structured presentation of what you plan to do in research and how you plan to do it.
- ✓ The objective is to describe what you will do, why it should be done, how you will do it, and what you expect will result.

Research Proposal: is what the researcher plans to do in the future. ...

- lays out the problem for research,
- describes exactly how the research will be conducted, and
- outlines in precise detail the resources the researcher will use to achieve the desired results

What is the research proposal?

- What a proposal should contain? It is based on your clear research question
 - What do you want to do? research question
 - Why do you want to do it? Any information gap
 - Why is it important? any practical importance or knowledge advancement
 - Who has done similar work? background
 - How are you going to do it? -methodology
 - How long will it take? plan of work

Components of a Research proposal

Research proposals are a roadmap documents that describe the intended research including:

- Title/research topic
- Summary/Abstract
- Introduction/background
- *The Problem statement*
- Objective of the study
- *Scope of the study*
- Methodology of the study
- Significance of the study
- Time Schedule/ Work Plan
- Budget Schedule
- References

- **Title of the Research:** After identifying a research problem a suitable title of the research should be given.
 - The research title should be specific, direct, concise, meaningful and easily understandable;
 - must accurately represent the objective and indicate the purpose of the study.
- **Summary/Abstract** a one page brief summary of the research proposal.
 - It should include the research question, the rationale for the study, the hypothesis (if any), the method and the main findings.
 - Descriptions of the method may include the design, procedures, the sample and any instruments that will be
 - Do not put any information not stated in the main text.
 - Never contain references, figures and tables.
 - It comes first but written last.

- Introduction/Background background information of the research proposal.
 - The main purpose of the introduction is to provide the necessary background or context for your research problem
 - The introduction typically begins with a general statement of the problem area, with a focus on a specific research problem, to be followed by the rational or justification for the proposed study
 - State the research problem, which is often referred to as the purpose of the study
 - Present the justification of your proposed study and clearly indicate why it is worth doing
 - Set the delimitation or boundaries of your proposed research in order to provide a clear focus

Statement of the problem – the issue that leads to a need for the study.

- It must be very clearly defined to explain the nature of the problem and why it is significant.
 - It answer the question 'Why does this research be conducted?'
 - The foundation for everything to follow in the proposal
 - Indication of the unexplored character of the issue or knowledge gap or research question
 - Reasons for undertaking the study
- **Formulation of Hypothesis:** Hypothesis is an assumption regarding the value or relationship of variables that needs to be tested.



Objective of the study

- The objectives of a research summarize what is to be achieved by the study.
 - These objectives closely related to the research problem.
- The *general objective* of a study states what researchers expect to achieve by the study in general terms.
- It is possible (and advisable) to break down a general objective into smaller, logically connected parts; called *specific objectives*
 - Specific objectives should systematically address the various research questions.
 - They should specify what you will do in your study, where and for what purpose.
 - It is precise and supports only one interpretation.
 - Should be clear, specific, achievable and measurable
 - If there is more than one objective the objectives can be presented in the appropriate order of importance

Scope of the study

- Scope of the study states a general outline or coverage of the study. The scope of research is the areas covered in the research.
 - In this part, you will tell exactly what will be done & where the information used in the study specifically came from.
- The scope identifies the boundaries of the study in term of subjects, objectives, facilities, area, time frame, and the issues to which the research is focused.
 - Sample phrases that help express the scope of the study:
 - The coverage of this study..... OR, The study covers the ...
 - The study consists of OR, This study focus on...

Delimitations of the study: describes the work that will not be undertaken

- Delimitation is used to make the study better & more feasible
- For example, the scope may be gathering information from children between the ages of five years to 18 years.
 - The delimitations of this study would include the decision not to gather information from below five and above 18 years

22



Significance of the study

- The significance of the study should discuss the importance of the proposed research and its relevance.
 - The investigator should explain why it is important for the study to be undertaken and
 - indicate the likelihood of its contribution to the advancement of knowledge.
 - Practical application of the study output
- Without this justification, it will prove difficult to convince others that the problem in question is worth study.
- The significance of the study answers:
 - Why is your study important?
 - To whom is it important?
 - What benefits will occur if your study is done?

Research Methodology

- Methodology is a science of studying how research is done scientifically
 - A way to systematically solve the research problem by logically adopting various steps
 - a detail description of the activities and the methodological steps you will take achieve your objectives.
- This section should aim at addressing four broad questions:
 - Where we want to collect the data, how will we select our sample, and how many subjects will be included in the study? (This refers to the coverage, target population, sample design)
 - What information do we need to collect to answer the research questions implied in our research objectives? (This refers to the variables we are interested in)
 - What approach will we follow to collect this information? (This refers to the research design we want to employ)
 - What techniques and tools we will use to collect them. (This refers to the data collection techniques and tools, such as questionnaire, observation check-list)

Time Schedule/ Work Plan: This section needs to include the time needed to complete the study and breakup of the entire time period.

- The tasks to be performed;
- When and where the tasks will be performed;
 - Including the beginning and end of each activity.
- Who will perform the tasks and the time each person will spend on them;
- The plan specifies how each project activity is to be measured in terms of completion, the time line for its completion



Budget Schedule: Resources needed to conduct the research

- Materials, equipment, and supplies,
- Travel,
- Miscellaneous expenses...
- Money required for each activity

Some questions:

- Is the budget total within specified limits?
- Is the budget sufficiently detailed?
- Is each item in the budget adequately justified?
- Are some budget items excessive in relation to their justification?
- Is the equipment really necessary?

References: lists only the literature that you actually used or cited in your proposal.

- The style of writing list of references various from one discipline to another

Formulation Of Research Problem

What is Research Problem

- A research problem is a statement about an area of concern, a condition to be improved, a difficulty to be eliminated, or a troubling question that exists in scholarly literature, in theory, or in practice that points to the need for meaningful understanding and deliberate investigation.
- Sources of research problems:
 - o Observation.
 - o Literature reviews.
 - o Professional conferences.
 - o Experts.
 - People who has experience and knowledge in a certain research area can be good source of research topic.

Components of a Research Problem

Components of a research Problem:

- There must be an individual or a group which has some difficulty or the problem.
- There must be some objective(s) to be attained
 - If one wants nothing, one cannot have a problem.
- There must be alternative means (or the courses of action) for obtaining the objective(s) one wishes to attain.
 - This means that there must be at least two means available to a researcher for if he has no choice of means, he cannot have a problem.
- There must remain some doubt in the mind of a researcher with regard to the selection of alternatives.
 - This means that research must answer the question concerning the relative efficiency of the possible alternatives.
- There must be some environment(s) to which the difficulty pertains.

Selecting the Research Problem

- The research problem undertaken for study must be carefully selected
- When selecting a research problem or a subject for research:
 - ✓ Subject which is overdone should not be normally chosen, for it will be a difficult task to throw any new light in such a case.
 - ✓ Controversial subject should not become the choice of an average researcher
 - ✓ Too narrow or too vague problems should be avoided
 - ✓ The subject selected for research should be familiar and feasible so that the related research material or sources of research are within one's reach
 - ✓ The selection of a problem must be preceded by a preliminary study.
 - ✓ The importance of the subject, the qualifications and the training of a researcher, the costs involved, the time factor are few other criteria that must also be considered in selecting a problem.

31

- Defining the research problem is the first step and one of the most difficult in research undertaking.
- Each problem that is proposed for research has to be judged according to *certain* guidelines or criteria.
- The following are some of the criteria's for selecting a research problem/idea:
 - Relevance/Significance
 - Avoidance of duplication (should be new)
 - Urgency of data needed (timeliness)
 - Feasibility of study (feasibility of the idea)
 - Interest to the researcher
 - Ethical acceptability

Necessity of defining the problem

"Problem clearly stated is a problem half solved"

- The problem to be investigated must be defined unambiguously for that will help to discriminate relevant data from the irrelevant ones.
- A proper definition of research problem will enable the researcher to be *on the track* whereas an ill-defined problem may create obstacles.
- Well defined research problem answers:
 - What data are to be collected?
 - What characteristics of data are relevant and need to be studied?
 - What relations are to be explored?
 - What techniques are to be used for the purpose? ...
- Defining a research problem properly is a prerequisite for any study and is a step of the highest importance
- Formulation of a problem is often more essential than its solution

Technique involved in defining a problem

- The research problem should be defined in a systematic manner
- The technique for the purpose involves the undertaking of the following steps generally one after the other:
- 1. Statement of the problem in a general way: problem should be stated in a broad general way, keeping in view either some practical concern or some scientific or intellectual interest.
- 2. Understanding the nature of the problem: understand its origin and nature clearly.
 - The best way of understanding the problem is to discuss it with those who first raised it
 - discussion with those who have a good knowledge of the problem concerned or similar other problems.
- 3. Surveying the available literature: All available literature concerning the problem at hand must necessarily be surveyed and examined before a definition of the research problem is given.
 - give sufficient time in reviewing of research already undertaken on related problems.

- 4. Developing the ideas through discussions: discuss the problem with colleagues and others who have enough experience in the same area or in working on similar problems.
- 5. Rephrasing the research problem into a working proposition: rephrase the research problem into a working proposition/hypotheses.

Research Questions

- A research question is the question a research study sets to answer.
 - a research study can have more than one research question.
 - should specifically state the purpose of your study in terms of the question you aim to answer.
 - Its purpose is to guide and center your research study.
 - should be as specific as possible
- Research Question poses a question that is then to be solved or answered through the research paper.
- The research methodologies, tools used to collect data, etc. all depend on the research question.
- Research Question can be used in both quantitative and qualitative studies
 - e.g. What is the effect of personal technology on todays youth?

Is there a relationship between a person's age and learning?

Hypotheses

- A hypothesis is a statement rather than a question
- Hypotheses are tentative, intelligent guesses as to the solution of the problem
 - It is the statement that suggests or predicts the outcome of the research.
 - It is a clear statement of what is intended to be investigated.
 - It is the statement we submit to testing
 - It is the statement the research study sets out to prove or disprove.
- Hypotheses should be clearly and precisely stated in simple terms, they should be testable, limited in scope and should state relationship between variables
- The task of research is to test and establish such hypotheses
- Hypotheses can direct later research activities since they can help determine the nature of the research and methods applied
- Hypothesis mainly used in quantitative research

Research Process

Research process

- Research Process: a process consists of series of actions or steps necessary to effectively carry out research
- Each step is interlinked with other steps.
- Research involves the following Process:
 - 1. Selecting a broad area of study
 - 2. Problem definition
 - 3. Literature review
 - 4. Developing objectives and hypothesis/research question formulation
 - 5. Design of Research/Research Methodology
 - 6. Execution of the project
 - 7. Reporting/Writing research findings in report form

Selecting a research area/topic

- Look for a subject that interests you and will maintain your interest throughout the various stages of research that will help you to obtain the maximum self-development from the research.
 - It should be related with your career.
- Some preliminary reading will help to determine the extent of your interest.
- Keep in mind the time allotted to you and the expected length of the research paper.
- Commonly begin with fairly general topic and then refine it into a more specific one.
- Try to narrow your topic/idea by focusing on a particular aspect of a particular approach.

- Be original as much as you can, avoid duplicate work on a specific topic/idea by review literatures.
- The eventual successful completion of a research study is dependent on the selection of an appropriate topic.
- o Before beginning the research, make sure you understand the amount and depth of research required, & the type of paper expected.

Formulating the Research Problem

- A problem might be defined as the issue that exists in the literature, theory, or practice that leads to a need for the study.
- The prospective researcher should think on what caused the need to do the research (problem identification).
- The question that he/she should ask him/herself is:
 - Are there questions about this problem to which answers have not been found up to the present?

- Formulating your research problem enables you to make a purpose of your study clear to yourself and target readers.
- The task of formulating, or defining a research problem is a step of greatest importance in the entire research process. *Because*:
 - It determines the data to be collected
 - It determines the characteristic of the data which are relevant
 - It determines the type of techniques to be used
 - It determines the form of the final report

- Some general principles in problem formulation
 - Be sure the problem really exists.
 - Learn as much as possible about the problem to be solved.
 - Consider alternative formulations in case one is not feasible.
 - Be aware that the problem formulation may influence the phenomena being studied.
- The best way of formulating the research problem is:
 - To discuss it with colleagues.
 - To discuss it with those that have some experience with the issue.

- Evaluation of a research problem (some questions to be asked):
 - Is the problem in line with my goals or expectations and the expectation of others?
 - Will the solution of the problem advance knowledge?
 - What is the value of potential outcome? (who are the beneficiaries?)
 - Do I possess or can I acquire the necessary skills, abilities and background knowledge to study the problem? (Researcher's capability and interest).
 - Will the data be accessible?
 - Do I have access to the necessary resources (time, money, tools, equipment's, laboratory, subjects, etc.) to conduct the investigation?

Literature Review

- The researcher should examine all available literatures to get himself familiar with the selected problem.
 - It is important in defining problems and hypotheses formulation as well as selection of methods.
 - May continue from beginning to end.
- Extensive review is required to know:
 - ✓ What others have done in the area?
 - ✓ How did they do it?
 - ✓ What were the research variables?
 - ✓ How were the variables measured?
 - ✓ What were the constraints?
 - ✓ What could possibly be modified?

- The Researcher may review two types of literature
 - ✓ Conceptual literature
 - Concerning the *concepts* and *theories*.
 - ✓ Empirical literature
 - Consisting of studies made earlier which are similar to the one proposed.
- Literature survey and problem formulation are inter-related, because the problem can only be specifically defined if extensive literature survey is done.
 - ✓ Journals, Books, Conference proceedings, published or unpublished bibliographies, Government Reports can be used.
- Remember One Source may leads to another.

Developing objectives and Working Hypothesis

Objectives:

- Statements that indicate what a researcher intends to accomplish in a more specific term.

Hypothesis:

- An assertion about the relationship between two or more concepts.
- Important bridges between empirical inquiry and theory.

Some guidelines in developing objectives:

- Objectives must be specific, *concrete* and *achievable* statements.
- The objectives should clearly fit to the statement of the problem.
- The objectives must propose to do things as per the capability of the design of the study.
- Objectives should be in their approximate order of importance.

Hypothesis

- After you have identified a problem, you may formulate certain answers in the form of hypotheses.
- Hypotheses are the propositions about the relationships between variables.
- Importance:
 - Hypotheses are particularly necessary in studies where the cause-and-effect relationships are to be discovered.
- A good hypothesis has several basic characteristics:
 - Providing direction: Hypotheses provide direction to research and prevent review of irrelevant literature and collection of useless or excessive data.
 - Hypothesis should be testable: The researcher should not state any hypothesis that she/he does not have reason to believe that it can be tested or evaluated by some objective means.
 - Hypothesis should be brief and clear: Hypothesis should be stated clearly and briefly.
 - It makes problems easier for the reader to understand and also for the researcher to test.

- Developing research hypotheses is important since they provide the main point of the research.
 - Hypothesis indirectly determine the quality of data which is required for the analysis.
 - The role of the hypothesis is to guide the researcher and keep him on the right track.
- Working hypotheses arise as a result of prior thinking about the subject.

Design of the Research

- Once the research problem is formulated and working hypothesis developed, the researcher will be required to prepare a research Design/methodology.
- Research design refers to the arrangement of the conditions for collection and analysis of data in a manner that will satisfy or achieve the objectives of a research undertaking.
 - It is intended to enable the researcher to answer questions as validly, objectively, accurately and economically as much as possible
- The function of research design is to provide for the collection of relevant evidence with minimal expenditure of effort, time and money.

- The research design tells us:
 - What observations to make?
 - What variables to measure?
 - How to make them/measure them?
 - How to analyze the data?
 - Data collection tools/techniques
 - It also suggests how many observations to make.
 - The type of statistical analysis to be used...

- The research design tells us:
 - O What will be the sample design?
 - What techniques of data collection will be used?
 - Owhere can the required data be found?
 - O What variables to measure?
 - O How to make them/measure them?
 - O How to analyze the data?
 - o In what style will the report be prepared?

- The research design preparation should consider:
 - o The time available for research.
 - The finance available for the purpose.
 - The availability and skills of the researcher and his/her staff (if any).
 - Identifying the study variables.
 - o Identifying study subjects /experimental units,
 - The means of obtaining the information and reasoning leading to selection.

Execution of the Research

- It is a very important step in the research process.
- If the execution of the research proceeds on correct lines, the data to be collected would be adequate and reliable.
- Under this phase the following tasks will be done:
 - Data Collection
 - Data Analysis
 - Generalizations and Interpretation of the results

Data collection

- Data can be collected by any one or more of the data collection techniques/tools ways. It may involve:
 - ✓ Interview, Questionnaire, Laboratory, Observation, Document Analysis, Field survey /experiments, etc.
- The researcher should select one/more of these methods of collecting data by taking into consideration *the nature of investigation, objective and scope of the inquiry, financial resources, available time* and the *desired degree of accuracy*.
- In collecting the data, the researcher must decide:
 - 1. Which data to collect
 - 2. How to collect the data
 - 3. Who will collect the data
 - 4. When to collect the data

Data Analysis

- After the data have been collected, the researcher turns to the task of analyzing them.
- Data analysis is a technique that typically involves multiple activities such as cleaning and organizing the data.
- Before analyzing the data the following operation are processed on collected data.
 - O *Coding*: categories of data are transformed into symbols that may be tabulated and counted
 - O *Editing*: is the procedure that improves the quality of the data for coding
 - O *Tabulation*: is a part of the technical procedure wherein the classified data are put in the form of tables.
- Quantitative data analysis—quantitative figures
- Qualitative data analysis—analytical thinking
- Hypothesis testing

Generalizations and Interpretation of the results

- If a hypothesis is tested and upheld several times, it may be possible for the researcher to arrive at generalization, i.e., to *build a theory*.
 - As a matter of fact, the real value of research lies in its ability to arrive at certain *generalizations*.
 - Generalization is an act of reasoning that involves drawing broad inferences from particular observations.
- If the researcher had no hypothesis to start with, he might seek to explain his findings on the basis of some theory. It is known as *interpretation*.
 - Interpretation refers to the task of drawing inferences from the collected facts after an analytical and/or experimental study.
 - The process of interpretation may quite often generate new questions which in turn may lead to further researches.

 58

Reporting/Writing Research Reports

- Finally, the researcher has to prepare the report of what has been done.
- The result should be communicated to others.
 - ✓ Peers
 - ✓ Policy makers/Developers
 - ✓ Extension workers
 - ✓ General public
- Report should be written in a concise and objective style in simple language avoiding vague expressions such as 'it seems,' 'there may be', and the like.
- The style and content varies depending on to whom the research is written to.
 - ✓ The mode of presentation depends on the target audience.

- Some principal guidelines for writing reports of scholarly journals are:
 - Avoid using first person pronouns: I, Me, My, We and so on.
 - Be stylistically consistent with regard to tables, charts, graphs, section headings, and so forth.
 - Tables, for example, should follow the same format and should be numbered consecutively.
 - Clearly label all displays with meaningful title
 - Each table, graph, chart, or figure caption should accurately describe the material presented and its contribution to the report.
 - Use simple language (i.e. avoiding vague expressions)
 - Express findings clearly, simply, and accurately.