



Topic 11: Write a Research Report

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Purpose of Reports

- Convey research results to others
- Provide others an opportunity to evaluate the results and improve or extend the research
- Prerequisite for obtaining academic degrees or position promotion



Forms of Reports

- Publications
 - Journals
 - Proceedings
- Internal publications
 - Technical papers
 - Work-in-progress report
- Project papers required by the funding bodies



Structures of Reports (1)

- Can be of any length and in any format
 - Others do not treat it very seriously
 - May run the danger of omitting significant aspects
- Better way for students
 - Firstly, adopt a standard approach
 - Then vary it a little as read more widely and get new ideas



Structures of Reports (2)

- A standard format for a research report
 - Title (page)
 - Abstract
 - Introduction
 - Literature review
 - Methodologies



Structures of Reports (3)

- Results
- Conclusions and recommendations
- References
- Appendices



Structures of Reports (4)

- Title (page)
 - The title of the research
 - The name of the author
 - The name of a sponsoring body
 - ...



Structures of Reports (5)

- Abstract
 - A brief summary of the entire research including context, aims, methodology, results and conclusion
 - 200 to 300 words in average and certainly no more than one side of A4 paper
- Keywords
 - Indicate the important topics and issues



Structures of Reports (6)

- Introduction
 - Explain the entire background to the research
 - How the research idea arose and original stimulus
 - Explain the benefits which will accrue
 - List of the aims and objectives



Structures of Reports (7)

- Literature review
 - Review the previous work done in the field
- Methodologies
 - Method(s)
 - Data collecting technologies
 - Data analyzing technologies



Structures of Reports (8)

- Results
 - Present the main research findings
 - No need to present all of the primary data and should be summarised wherever possible
 - Try to use diagrams and tables to make the data digestible



Structures of Reports (9)

- Conclusions and recommendations
 - The conclusions should
 - Relate the findings to the original aims
 - Indicate any possible areas for future investigation
 - The recommendations should
 - Focus upon any practical aspects of policy development
- References
 - Include all the literatures mentioned in the text



Structures of Reports (10)

- Appendices
 - Include copies of short documents; examples of data-collection instruments, or specific material regarding the context of the research
 - Should not be a repository for any document which has only tenuous connections with the research
 - Do not make the appendices too long or voluminous



Steps in Publishing Papers (1)

- Submit a paper to a journal or a conference in the prescribed format
 - Editors provide advice on whether a proposed topic is appropriate
- Received by editors, then assigned to reviewers
 - Anonymity of authors



Steps in Publishing Papers (2)

- Reviewers complete assessments, a decision made by the editor
 - Accepted
 - Accepted subject to minor amendments
 - Extensive revision, then accepted subject to reassessment by either the editor or reviewers
 - Rejected



Steps in Publishing Papers (3)

- The decision is conveyed in writing to the author by the editor without revealing the names of the reviewers
- Publication
 - It would not be unusual to have to wait for 6 months after the original submission before the article is published in a journal



Discussion

- According to the "standard format for a research report", explain the structure of the paper "The value of certification: an empirical assessment of the perceptions of end-users of local area networks" or the paper "A MEASUR and RUP Combined Business Modeling Method"