

Module: How to Conclude a Research Report: Summary

No.	Topic	Contents																					
1.	How to Write the Conclusion Section	<p>Provide a summary of the findings</p> <ul style="list-style-type: none"> Summarise the conclusion reached in the Findings and Discussion sections. <p>Provide an answer</p> <ul style="list-style-type: none"> Confirm if your research provides an answer to your problem statement. State the significance of the findings to your problem statement. <p>Make recommendations for future research</p> <ul style="list-style-type: none"> Highlight the limitations of your research and make suggestions for future research. 																					
2.	How to Write the Bibliography	<table border="1"> <thead> <tr> <th>Resource</th><th></th><th></th></tr> </thead> <tbody> <tr> <td rowspan="2">Books</td><td>Structure</td><td><Author's last name, first name initial>. <(Year of Publication)>. <Title of Book>. <City: Publisher.></td></tr> <tr> <td>Example</td><td>Yeo, J. (2005). <i>Internet For Research</i>. Singapore: Vision Books.</td></tr> <tr> <td rowspan="2">Blogs</td><td>Structure</td><td><Author's last name, first name initial>.<(Date published)>. [Weblog] <Title of blog entry>. <Title of the Weblog>. <Date accessed>. <Blog entry URL></td></tr> <tr> <td>Example</td><td>Munoo, R. (2007, August 31). [Weblog] New Media and Internet searching skills of students. <i>Expat Librarian</i>. Retrieved November 1, 2007, from http://librarianexpat.blogspot.com</td></tr> <tr> <td rowspan="2">Websites</td><td>Structure</td><td><Author's last name, first name initial>. <(Year)>. <Title of web page>. Retrieved <month, date, year>, from <Website Title>, website: <full web address>.</td></tr> <tr> <td>Example</td><td>Lai, W.K. (2001). <i>National Education</i>. Retrieved October 29, 2007, from Ministry of Education, Singapore website: http://www.moe.edu.sg/neu.</td></tr> <tr> <td>Newspaper Articles</td><td>Structure</td><td><Author's last name, first name initial>. <(Date of Publication)>. <Title of article>.</td></tr> </tbody> </table>	Resource			Books	Structure	<Author's last name, first name initial>. <(Year of Publication)>. <Title of Book>. <City: Publisher.>	Example	Yeo, J. (2005). <i>Internet For Research</i> . Singapore: Vision Books.	Blogs	Structure	<Author's last name, first name initial>.<(Date published)>. [Weblog] <Title of blog entry>. <Title of the Weblog>. <Date accessed>. <Blog entry URL>	Example	Munoo, R. (2007, August 31). [Weblog] New Media and Internet searching skills of students. <i>Expat Librarian</i> . Retrieved November 1, 2007, from http://librarianexpat.blogspot.com	Websites	Structure	<Author's last name, first name initial>. <(Year)>. <Title of web page>. Retrieved <month, date, year>, from <Website Title>, website: <full web address>.	Example	Lai, W.K. (2001). <i>National Education</i> . Retrieved October 29, 2007, from Ministry of Education, Singapore website: http://www.moe.edu.sg/neu .	Newspaper Articles	Structure	<Author's last name, first name initial>. <(Date of Publication)>. <Title of article>.
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				, <i>Name of Newspaper</i> , page no(s)>. <Title of article>. <(Date of Publication)>. < <i>Name of newspaper</i> , page no(s)>.
			Example	Lim, C.H. (Nov 1, 2007). Designing for the future. <i>The New Times</i> , p.14. The great Orchard Road revamp. (Oct 29, 2007). <i>The Straits Times</i> , p.40.
		Magazines/ Journal Articles	Structure	<Author's last name, first name initial>. <(Year of Publication)>. <Title of article>. < <i>Name of Magazine or Journal</i> >. < <i>Volume no</i> , page no(s)>.
			Example	Lau, D. (2001). Innovative ideas to generate income. <i>Innovation Today</i> , 15, 192.
		<p>List the sources in alphabetical order and use headings to show the types of sources. For example:</p> <ul style="list-style-type: none"> • Books • Magazines/Journal Articles • Newspaper Articles • Websites 		
3.	What to Include in the Appendix Section	<ul style="list-style-type: none"> • A sample copy of the survey questionnaire. • Detailed table of survey results (e.g. number of questionnaires completed, number of respondents and total responses for each question). • Any elaboration to your Literature Review and Findings which you have referred to in your text. <p>It should not contain:</p> <ul style="list-style-type: none"> • completed survey forms • information that you cannot fit into your main report due to the word limit • important diagrams that should belong in your Findings section <p>Note: The Appendixes may be labelled using alphabets (i.e. Appendix A, Appendix B etc) or using numbers (i.e. Appendix 1, Appendix 2 etc).</p>		

Appendix A: Useful Checklists

Section	Check list
Conclusion	<ul style="list-style-type: none"> ○ Are the contents and findings summarised? ○ Is the answer to your research question/problem statement stated? ○ Is the broader impact of your research stated? ○ Are recommendations for possible actions, changes or solutions stated?
Bibliography	<ul style="list-style-type: none"> ○ Is the format of your citation correct? ○ Is the reference list complete?
Appendix	<p>Are the appendixes:</p> <ul style="list-style-type: none"> ○ relevant to the report? ○ clearly labelled? ○ necessary?