

# Module: How to Begin a Research Report: Bibliography & References Acknowledgements:

The S.U.R.E. project team would like to thank the following NLB staff for their contributions as content researchers and resource persons for this course:

- Rajendra Munoo (Subject Matter Expert)
- Nor Azzah Isnin (Primary Researcher-cum-Instructional designer)
- Wong Siok Muoi (Content Reviewer)
- Lily Ang (Content Researcher)
- Sharon Teng (Content Researcher)
- Jaclyn Teo (S.U.R.E. Project Manager)
- Faridah Ibrahim (Editor/content researcher)
- Sheree Gan (Editor/content researcher)
- Sara Pek (Editor/content researcher)

We would also like to acknowledge the Ministry of Education, Curriculum Planning & Development Division for the following source which has been referred to, in parts and where applicable, for the adaptation of the contents for this course:

Ministry of Education. (1999). Project work: Resource package (Secondary). Singapore: Ministry of Education.

### **Composite Reference List**

The following sources were consulted to develop the content for this course:

#### Project Work Series - How to Begin a Research Report

- 1. Academic writing style for reports (2000). Retrieved November 20, 2007, from Uni Learning website: http://unilearning.uow.edu.au/report/1d.html
- 2. Bhaskaran , R. (2004, April). How to write a good report. Retrieved November 14, 2007, from http://www.cse.iitk.ac.in/users/braman/students/good-report.html
- 3. Chapter 1: How to Write an A+ Research Paper. Retrieved December 18, 2007, from A research guide for students website: http://www.aresearchguide.com/privacy.php
- 4. Delaney, R. (2007, September 16). APA citation style. Retrieved November 20, 2007, from Long Island University website: http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm
- 5. Dwyer, J. (1991). The Business Communication Handbook (2nd Ed.). Sydney: Managing Business Communication

## Source . Understand . Research . Evaluate.

- 6. Essay or report? (2007, September 16). Retrieved November 20, 2007, from Language and Learning Online website: http://www.monash.edu.au/lls/llonline/quickrefs/06-essay-report.xml
- 7. Labelling figures in your report (2000). Retrieved December 20, 2007, from Uni Learning web site: http://unilearning.uow.edu.au/report/1fi.html
- 8. Laflen, A (2001, September). Abstract. Retrieved December 18, 2007, from Getting Started With Your Report website: http://owl.english.purdue.edu/workshops/hypertext/reportW/abstract.html
- 9. Laflen, A (2001, September). Defining your terms. Retrieved December 18, 2007, from Getting Started With Your Report website: http://owl.english.purdue.edu/workshops/hypertext/reportW/definingterms.html
- 10. Laflen, A (2001, September). General technical writing guidelines. Retrieved December 18, 2007, from Getting Started With Your Report website: http://owl.english.purdue.edu/workshops/hypertext/reportW/generalguidelines.ht ml
- 11. Laflen, A (2001, September). Table of contents. Retrieved December 18, 2007, from Getting Started With Your Report website: http://owl.english.purdue.edu/workshops/hypertext/reportW/toc.html
- 12. Laflen, A (2001, September). Title page. Retrieved December 18, 2007, from Getting Started With Your Report website: http://owl.english.purdue.edu/workshops/hypertext/reportW/title.html
- 13. Laflen, A (2001, September). What are research reports and why would I write one?. Retrieved December 18, 2007, from Getting Started With Your Report website: http://owl.english.purdue.edu/workshops/hypertext/reportW/index.html
- 14. Laflen, A (2001, September). Writing Numbers, Measurements, and Equations. Retrieved December 18, 2007, from Getting Started With Your Report website: http://owl.english.purdue.edu/workshops/hypertext/reportW/writingnumbers.html
- 15. Learning lab: Assessment tasks (2007). Retrieved November 20, 2007, from RMIT University Learning Lab website: http://www.dlsweb.rmit.edu.au/lsu/content/2 AssessmentTasks/02reports.htm
- 16. Learning lab: Writing skills (2007). Retrieved November 20, 2007, from RMIT University Learning Lab website: http://www.dlsweb.rmit.edu.au/lsu/content/4 WritingSkills/00writingskills.htm
- 17. McLaine, T. (1998, August). The research report. Retrieved December 18, 2007, from Research writing skills website: http://www.unisanet.unisa.edu.au/Resources/research-

Education/research%20education/researchwrite/resreport.htm#Researchreportco Ntents

- 18. NLB Academy (2006). Project work series: Smart reports.
- 19. Plonsky, M. (2007, February 21). Psychology with style: A hypertext writing guide (for the 5th edition of the APA manual). Retrieved January 3, 2008 from http://www.uwsp.edu/PSYCH/apa4b.htm#IIC
- 20. Reports (2005). Retrieved November 20, 2007, from Study and Learning Centre RMIT University website:

http://www.dlsweb.rmit.edu.au/lsu/content/2\_AssessmentTasks/assess\_tuts/reports\_LL/research.html

- 21. Roberts, A. (2007, September 16). Advice about writing a report. Retrieved December 20, 2007, from The ABC Study Guide website: http://www.mdx.ac.uk/www/study/Reports.htm#LiteratureReview
- 22. Taylor, D (2007). The literature review: A few tips on conducting it. Retrieved November 15, 2007, from http://www.utoronto.ca/writing/litrev.html
- 23. The difference between a report and an essay (2007). Retrieved January 3, 2008 from Central Coast Campuses website: http://www.ccc.newcastle.edu.au/studentsupport/

LearningDevelopment/pdf/Difference%20between%20a%20report%20and%20an%20essay.pdf

- 24. The literature review (2006, October 9). Retrieved November 15, 2007, from Deakin University website: http://www.deakin.edu.au/library/findout/research/litrev.php
- 25. Tips for formal writing (2007, September 16). Retrieved November 20, 2007, from http://homepages.inf.ed.ac.uk/jbednar/writingtips.html
- 26. Using appendices in your report (2000). Retrieved November 20, 2007, from Uni Learning website: http://unilearning.uow.edu.au/report/2b.html
- 27. Using figures in your report (2000). Retrieved November 20, 2007, from Uni Learning website: http://unilearning.uow.edu.au/report/1f.html
- 28. VanCleave, J. (1997). Janice VanCleave's Guide to the best science fair projects [Electronic version]. New York: John Wiley & Sons, Inc.
- 29. Walonick, David, S. (2005). Chapter I Introduction. Retrieved December 18, 2007, from Elements of a research proposal and report website: http://www.statpac.com/research-papers/research-proposal.htm



## Source . Understand . Research . Evaluate.

- 30. Walonick, David, S. (2005). Chapter II Background. Retrieved December 18, 2007, from Elements of a research proposal and report web site: http://www.statpac.com/research-papers/research-proposal.htm
- 31. Walonick, David, S. (2005). Chapter III Methodology. Retrieved December 18, 2007, from Elements of a research proposal and report website: http://www.statpac.com/research-papers/research-proposal.htm
- 32. Walonick, David, S. (2005). Chapter IV Results. Retrieved December 18, 2007, from Elements of a research proposal and report website: http://www.statpac.com/research-papers/research-proposal.htm
- 33. Walonick, David, S. (2005). Style, layout and page formatting. Retrieved December 18, 2007, from Elements of a research proposal and report website: http://www.statpac.com/research-papers/research-proposal.htm
- 34. What is the difference between an essay and a report? (2007). Retrieved January 3, 2008 from Learning Support for Off-Campus Learners website: http://www.monash.edu.au/lls/OffCampus/Improve/9.12.html
- 35. Writing Introductions and discussions (2006). Retrieved November 15, 2007, from http://ocw.mit.edu/NR/rdonlyres/325D491C-F92C-4C7F-BD8E-09B22E57F4E5/0/writ\_intro\_dis.pdf