Report Structure

Cover Page/Title Page:

A cover page or title page should include the title of the report, the name of the author or authors with their affiliation and the date.

Executive Summary/Abstract:

An executive summary or abstract summarizes the key points of the report. It should state the purpose of the report and highlight the results of the report as well as any conclusions or recommendations. The purpose of the executive summary or abstract is to give the reader an overview of what they will find in the report. No new information should be introduced in this section that cannot be found anywhere else in the report.

Contents Page:

A contents page should be a list of the section titles, subtitles, and the pages they can be located on. If submitting the report online, the contents page should physically link to the relevant section when the reader clicks on that section within the contents page.

Introduction:

An introduction should cover the aim of the report and the plan to carry out the research or investigation. It should also cover the scope of the report. It should be brief whilst describing the context and background of the report and any limitations or assumptions that have been made.

Discussion/Body of Report:

The discussion or body of the report includes everything between the introduction and conclusion. This may include sections of topic discussion, tables, methods, and anything else that is relevant or required to be included in the report.

Conclusion:

A conclusion should summarize the results or findings of the body of the report. No new information should be introduced in this section. It should be brief and to the point.

Recommendations:

Recommendations may be appropriate to be included in a report if it is a research based or analysis report. Any recommendations should be action-oriented, feasible, related to the findings of the report and arranged in order of importance.

References:

A list references for the information that was sourced for the research aspects of the report.

Appendix/Appendices:

Appendix (one item), appendices (more than one item) are items of further reading to the report. They support the information in the report but are not required to be added in full to the body of the report.