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DEFINITION

Research report is a condensed form or a brief description of the research work done by the researcher. It involves several steps to present the report in the form of thesis or dissertation.

PURPOSE

- Present in conference.
- Publish in journals or articles.
- Get grant or financial aid.
- Have implications or recommendations in clinical practice, education & administration.





- Conciseness
- Clarity
- Honesty
- Completeness
- Accuracy

GUIDELINES

- Be objective.
- Minimize the use of technical language.
- Use present tense & active voice.
- Treat the data confidentially.
- Revise and rewrite.

- Use visual aids.
- Report should show originality.
- It must provide a ready availability of the findings.
- The layout must be appropriate and accordance with the objective.

- Report should be free from grammatical mistakes.
- Report must present the logical analysis of the subject matter.
- It must be an attempt to solve some intellectual problems.
- Index must be prepared & appended at the end.
- Report must be attractive in appearance, neat & clear whether typed or printed.

- It should state the policy implications relating to the problem under consideration.
- Appendices should be enlisted in respect of all the technical data in the report.
- Bibliography of sources consulted is a must for a good report.

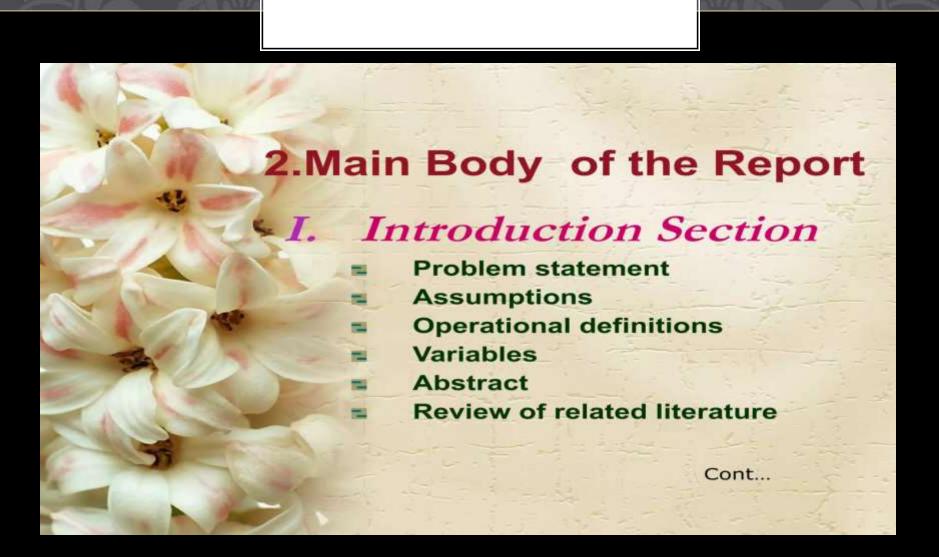


Logical analysis of the subject-matter
Preparation of the final outline
Preparation of rough draft
Rewriting and polishing
Preparation of final bibliography
Writing the final draft

FORMAT FOR WRITING REPORT

1. Preliminary Page

- Title page
- Approval sheet
- Acknowledgement
- Preface or forward
- Table of content
- List of tables
- List of figures



II. Methodological Section

- Research design
- Research approach
- Research setting
- Population
- Data collection tool
- Data analysis

III. Result Section

Study findings can be represented in graphical or non graphical form



- >< Summary
- × Discussion
- × Conclusion

V. Implication section

- Utilized in the field of nursing administration, education & clinical practice.
- Limitations & Recommendations
- Bibliography or reference.
- Appendix .

