

Research Rundowns > Writing > Writing a Research Report

This review covers the basic elements of a research report. This is a general guide for what you will see in journal articles or dissertations. This format assumes a mixed methods study, but you can leave out either quantitative or qualitative sections if you only used a single methodology.

This review is divided into sections for easy reference. There are five MAJOR parts of a Research Report:

1. **Introduction**
2. **Review of Literature**
3. **Methods**
4. **Results**
5. **Discussion**

Note: As a general guide for length, the Introduction, Review of Literature, and Methods should be about 1/3 of your paper, Discussion 1/3, then Results 1/3.

Section 1: Cover Sheet (APA format cover sheet) *optional, if required.*

Section 2: Abstract (a basic summary of the report, including sample, treatment, design, results, and implications) (≤ 150 words) *optional, if required.*

Section 3: Introduction (1-3 paragraphs)

- Basic introduction
- Supportive statistics (can be from periodicals)
- Statement of Purpose
- Statement of Significance

Section 4: Research question(s) or hypotheses

- An overall research question (optional)
- A quantitative-based (hypotheses)
- A qualitative-based (research questions)

Note: You will generally have more than one, especially if using hypotheses.

Section 5: Review of Literature

- Should be organized by subheadings
- Should adequately support your study using supporting, related, and/or refuting evidence
- Is a synthesis, not a collection of individual summaries

Section 6: Methods

- Procedure: Describe data gathering or participant recruitment, including IRB approval
- Sample: Describe the sample or dataset, including basic demographics
- Setting: Describe the setting, if applicable (generally only in qualitative designs)
- Treatment: If applicable, describe, in detail, how you implemented the treatment
- Instrument: Describe, in detail, how you implemented the instrument; Describe the reliability and validity associated with the instrument
- Data Analysis: Describe type of procedure (*t*-test, interviews, etc.) and software (if used)

Section 7: Results

- Restate Research Question 1 (Quantitative)
- Describe results
- Restate Research Question 2 (Qualitative)
- Describe results

Section 8: Discussion

- Restate Overall Research Question
- Describe how the results, when taken together, answer the overall question
- ***Describe how the results confirm or contrast the literature you reviewed

Section 9: Recommendations (optional, generally related to practice)

Section 10: Limitations

- Discuss, in several sentences, the limitations of this study.
- Research Design (overall, then info about the limitations of each separately)
- Sample
- Instrument/s
- Other limitations

Section 11: Conclusion (A brief closing summary)

Section 12: References (APA format)