

Stanley Mark Dennis Veterinary Library
Ross University

**Guide To Writing Up
Research Reports**



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CONTENTS

	Page
Introduction:.....	2
The Research Report:	2
The Research Topic:	5
Quotations:.....	5
Bibliography:.....	6
Plagiarism:	6
References:.....	7



INTRODUCTION

This guide aims at helping students to prepare their research reports in a scholarly manner. It provides guidelines on the format of the report and for making bibliographical citations.

Research reports should be written according to a recognized manual of style. Minor variations occur among authorities on style, especially in the various subject fields.

THE RESEARCH REPORT

What is a research report?

1) Definition:

The British Standard Institution has given the following definition of a research report:-

“A document, which formally states the results of/or progress made with, a research and/or development investigation which, where appropriate, draws conclusions and makes recommendations, and which is initially submitted to the person or body for whom the work has been done.”

(B.S. 4811 : 1972)

Purpose:

The purpose of the research report is to teach students how to conduct research, analyze and write.

Planning:

The following points generally provide the basis of a successful procedure for planning reports. The author should: -

1. Define the objectives;
2. Gather the information;
3. Analyze the information;
4. Draw conclusions;
5. Draft the summary.



Scheme of the Research Report:

The scheme of the report usually follows the scheme of the research. Three parts can be distinguished: -

1. An introductory part
2. The discussions of one's own research
3. The conclusions

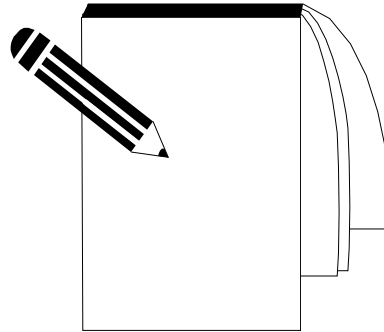
In addition, there is usually a fourth part:

4. The appendix.

Outline for the Presentation of the Report:

Remember it is useful to use paragraphs to indicate new points.

1. Title and author line
2. Abstract
3. Introduction
 - a. Reason for the research
 - b. Review of the literature
 - c. Scope of the research
4. One's own research
 - a. Description of the experiment
 - b. Methods used
 - c. Results obtained
 - d. Discussion of the results
5. Conclusions and recommendations
6. List of references



There are different methods of citing literature in a text.

Some of the most common are:

- A. Footnotes.** These notes are placed at the foot of the page under a ruled line and are arranged in order of citation beginning with (1). The numbering of the notes may be in a continuous sequence throughout the report or may start over on each page or at the beginning of each section of the paper. (*See Library handout on : citation style guide for research writing*)

Example:

- ^{1.} Desmond Morris, Cat world : feline encyclopedia, (New York, NY : Penguin Reference, 1996), p. 13

- B. Endnotes.** These notes appear at the end of the report and are numbered in one sequence as they occur in the body of the report.

Example:

1. Desmond Morris, Cat world : feline encyclopedia, (New York, NY : Penguin Reference, 1996), p. 13
2. Thomas H. Boyer, Exotic animal formulary, (Lakewood, Co. : American Animal Hospital Association, 1993), p. 215

C. Name-year system or Harvard system:

This system utilizes the author's name (without initials) and the year of publication of the text within brackets, e.g. (Boyer, 1993). If there are two publications by the same author in the same year one may place letters **a** and **b** after the year.

Example:

1. Peterson, A. B., 1993. *Common scab infection in potatoes*. Interscience, New York.
2. Peterson, A. B., 1996a. *The potato flea beetle*. Interscience, New York.
3. Peterson, A. B. 1996b. *The physiological specialization of Actinomyces scabies*. Interscience, New York.

D. Numbers in brackets:

In this method, the numbering occurring in the body of the paper refers to the order of the bibliographic descriptions in the list at the end, not to order of the citation in the text. The order of the list is alphabetical by author and (1) refers to the work of the first author, (4) to the fourth entry. The first number to appear in the number assigned in the alphabetical sequence the second author (2) and number (1) may not appear until the end. In order to specify exactly where a reference may be found, the page number is included thus (2 : 64), this also serves to distinguish different citations from the same work.

E. Appendices:

These may include:

- Tables
- Illustrations
- Graphs
- Bibliography
- Glossary
- List of abbreviations, signs and symbols
- Index.



THE RESEARCH TOPIC

- A. Clarify and define the topic carefully.

- B. Collect information for your topic by consulting the following:
1. Bibliographies
 2. Library catalog
 3. Indexes and abstracts to periodical literature
 4. Books, scholarly journals, databases, online directories, etc
 5. Persons who know the subject
- C. Record notes on cards, single sheets of paper or your computer, for easy interfiling and updating. Include the source on each card and note accurately the page reference. These references will constitute the bibliography, when arrange in a systematic order.

QUOTATIONS:

Direct Quotation:

A word for word statement of the author constitutes a direct quotation. The statement must be placed between quotation marks, e.g.

“The more economically active a youth is, the less will be his integration into the work force”

A direct quotation of more than four lines must be indented from the text and single-spaced. Quotation marks are not used in the indented reference, e.g.

Migration as a specific aspect of human mobility has become more pronounced as modern industrial and mining centers have arisen, and as old population concentrations have been modernizing.

Direct quotations must be acknowledged by footnotes.

Indirect Quotations:

The summarizing or paraphrasing of idea of an author comprises the indirect quote. No quotation marks are used, and *the reference must be acknowledged by footnotes.*

Use Of Quotes

Use quotations only for emphasis, quote as little as possible in a short term paper.

BIBLIOGRAPHY

A bibliography comprises a detailed listing of the references used in the preparation of the paper. Items may be arranged alphabetically by author's surname, either in a single sequence or subdivided according to type of literature, e.g. book, journal/periodical, Internet sources, newspapers, etc. They can also be arranged chronologically by date of publication.

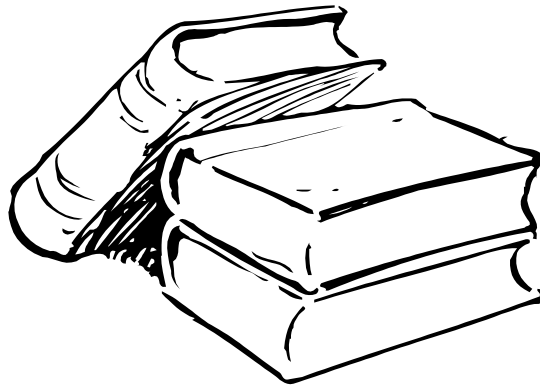
Examples of bibliographic entries: -

- ¹: Boyer, Thomas H. *Exotic animal formulary*. Lakewood Co. :American Animal Hospital Association, 1993.
- ²: Cain, Janice L. *Canine breeding management and techniques : the veterinarian's role*. Lakewood Co. : American Animal Hospital association, 1993.
- ³: Hoskins, Johnny D. "Fluid therapy in the puppy and kitten" IN *Kirks' current veterinary therapy XII : small animal practice*, eds. John D. Bonagura, Robert W. Kirk. Philadelphia, Pa. : Saunders, 1995.

PLAGIARISM

The Writing Tutorial Service, Indiana University has given this definition of plagiarism:

"Plagiarism is using others' ideas and words without clearly acknowledging the source of the information."



REFERENCES

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