

## **A Structure/ Format of a Research Report**

### **Introductory Pages (These are numbered in roman numerals – lower case)**

- I. Declaration
- II. Dedication (*Optional*)
- III. Acknowledgement
- IV. Table of contents
- V. List of tables
- VI. List of Illustrations, Figures and Pictures
- VII. List of appendices
- VIII. List of abbreviations
- IX. Abstract

### **1.0 Chapter I - Introduction** (This is the same as in the Proposal but the tense changes to past)

- 1.1 Background to the study
- 1.2 Statement of the Problem
- 1.3 Purpose/ Goal of the study
- 1.4 Rationale/ Justification of the study
- 1.5 Significance of the Study
- 1.6 Research Questions/ Hypothesis
- 1.7 Definition of key terms and concepts
- 1.8 Scope of the study/ Delimitations
- 1.9 Limitations

### **2.0 Chapter II – Literature Review** (The same as in the proposal but should cover more literature. These should be related to research objectives)

### **3.0 Chapter III - Methodology** (The same as in the proposal but the tense too changes. Sections like constraints also change.)

- 3.1 Research Design
- 3.2 Area of Study
- 3.3 Study population
- 3.4 Sampling size and Techniques
- 3.5 Data collection tools and instruments
- 3.6 Measurements
- 3.7 Data processing, analysis and presentation
- 3.8 Ethical considerations
- 3.9 Anticipated constraints

### **4.0 Chapter IV – Data Presentation and Discussion** (*There are cases where Data Presentation and Data Discussion are presented as separate chapters*)

### **5.0 Chapter v – Summary, Conclusion and Recommendations** (*There are also cases where Conclusions and recommendations are a chapter, adding another especially where the student needs to include a chapter indicating suggestions for further research*)

**References**

This indicates a list of all works cited in the proposal and should be written according your funders/ institutions' approved format

**Bibliography**

Shows a list of sources consulted but not cited in the work. It encouraged to use references instead.

**Appendices;**

- Explanatory Notes
- Instruments and tools, Maps, Introductory letters and some essential raw data, personnel met, approval letters and areas visited