



Unit 6

Outcome of Research

Preparation of the report on conclusion reached, Validity Testing & Ethical Issues, Suggestions and Recommendation

Preparation of the report on conclusion reached:

The bibliography is appended to the research report, is a list of books. It should contain all those works which the researcher has consulted. It should be arranged alphabetically.

Divided into two parts;

- i. The first part may contain the names of books and pamphlets, and
- ii. The second part may contain the names of magazine and newspaper articles.

Usually this step requires more time than the writing of the rough draft. While rewriting and polishing, one should check the report for weaknesses in logical development or presentation

The final draft should be written in a concise and objective style and in simple language, avoiding vague expressions such as “*it seems*”, “*there may be*”, and the like ones.

While writing the final draft, the researcher must avoid abstract terminology and technical jargon.



1. **The logical** development is made on the basis of mental connections and associations between the one thing and another by means of analysis.
2. **Chronological** development is based on a connection or sequence in time or occurrence.

“Outlines are the framework upon which long written works are constructed.



The researcher now sits to write down what he has done in the context of his research study. He will write down the procedure adopted by him in collecting the material for his study along with various limitations faced by him,

Different steps in writing reports:

Research reports are the product of slow, painstaking, accurate inductive work. The usual steps involved in writing report are:

- a) logical analysis of the subject-matter.
- b) preparation of the final outline.
- c) preparation of the rough draft.
- d) rewriting and polishing.
- e) preparation of the final bibliography; and
- f) writing the final draft. Though all these steps are self-explanatory,

yet a brief mention of each one of these will be appropriate for better understanding.

Logical analysis of the subject matter: It is the first step which is primarily concerned with the development of a subject. There are two ways in which to develop a subject

- a) logically and
- b) chronologically.

The logical development is made on the basis of mental connections and associations between the one thing and another by means of analysis. Logical treatment often consists in developing the material from the simple possible to the most complex structures. Chronological development is based on a connection or sequence in time or occurrence. The directions for doing or making something usually follow the chronological order.

Preparation of the final outline: It is the next step in writing the research report "Outlines are the framework upon which long written works are constructed. They are an aid to the logical organisation of the material and a reminder of the points to be stressed in the report."

Preparation of the rough draft: This follows the logical analysis of the subject and the preparation of the final outline. Such a step is of utmost importance for the researcher now sits to write down what he has done in the context of his research study. He will write down the procedure adopted by him in collecting the material for his study along with various limitations faced by him, the technique of analysis adopted by him, the broad findings and generalizations and the various suggestions he wants to offer regarding the problem concerned.

Rewriting and polishing of the rough draft: This step happens to be most difficult part of all formal writing. Usually this step requires more time than the writing of the rough draft. The careful revision makes the difference



between a mediocre and a good piece of writing. While rewriting and polishing, one should check the report for weaknesses in logical development or presentation. The researcher should also “see whether or not the material, as it is presented, has unity and cohesion; does the report stand upright and firm and exhibit a definite pattern, like a marble arch? Or does it resemble an old wall of moldering cement and loose brick.” In addition the researcher should give due attention to the fact that in his rough draft he has been consistent or not. He should check the mechanics of writing—grammar, spelling and usage.

Preparation of the final bibliography: Next in order comes the task of the preparation of the final bibliography. The bibliography, which is generally appended to the research report, is a list of books in some way pertinent to the research which has been done. It should contain all those works which the researcher has consulted. The bibliography should be arranged alphabetically and may be divided into two parts; the first part may contain the names of books and pamphlets, and the second part may contain the names of magazine and newspaper articles. Generally, this pattern of bibliography is considered convenient and satisfactory from the point of view of reader, though it is not the only way of presenting bibliography. The entries in bibliography should be made adopting the following order:

For books and pamphlets, the order may be as under:

1. Name of author, last name first.
2. Title, underlined to indicate italics.
3. Place, publisher, and date of publication.
4. Number of volumes.

Example:

Kothari, C.R., Quantitative Techniques, New Delhi, Vikas Publishing House Pvt. Ltd., 1978.

For magazines and newspapers, the order may be as under:

1. Name of the author, last name first.
2. Title of article, in quotation marks.
3. Name of periodical, underlined to indicate italics.
4. The volume or volume and number.
5. The date of the issue.
6. The pagination.



educlash CGPA Converter

Convert: SGPI-→CGPA & PERCENTAGE / CGPA-→PERCENTAGE

Visit educlash.com for more



Preparation of the report on conclusion reached:

Finally, the researcher has to prepare the report of what has been done by him. Writing of report must be done with great care keeping in report should carry title and date followed by acknowledgement view the following:

1. The layout of the report should be as follows:

- (i) the preliminary pages;
- (ii) the main text,
- (iii) the end matter.

In its preliminary page's report should carry title and date followed by acknowledgements and foreword. Then there should be a table of contents followed by a list of tables and list of graphs and charts, if any, given in the report.

The main text of the report should have the following parts:

- a. **Introduction:** It should contain a clear statement of the objective of the research and an explanation of the methodology adopted in accomplishing the research. The scope of the study along with various limitations should as well be stated in this part.
- b. **Summary of findings:** After introduction there would appear a statement of findings and recommendations in non-technical language. If the findings are extensive, they should be summarized.
- c. **Main report:** The main body of the report should be presented in logical sequence and broken-down into readily identifiable sections.
- d. **Conclusion:** Towards the end of the main text, researcher should again put down the results of his research clearly and precisely. In fact, it is the final summing up.

At the end of the report, appendices should be enlisted in respect of all technical data. Bibliography, i.e., list of books, journals, reports, etc., consulted, should also be given in the end. Index should also be given specially in a published research report.

2. Report should be written in a concise and objective style in simple language avoiding vague expressions such as 'it seems,' 'there may be', and the like.

3. Charts and illustrations in the main report should be used only if they present the information more clearly and forcibly.

4. Calculated 'confidence limits' must be mentioned and the various constraints experienced in conducting research operations may as well be stated.

A comprehensive layout of the research report should comprise:

1. Preliminary pages:

In its preliminary pages the report should carry a title and date, followed by acknowledgements in the form of 'Preface' or 'Foreword'.



Then there should be a table of contents followed by list of tables and illustrations so that the decision-maker or anybody interested in reading the report can easily locate the required information in the report.

2. **The main text:**

The main text provides the complete outline of the research report along with all details. Title of the research study is repeated at the top of the first page of the main text and then follows the other details on pages numbered consecutively, beginning with the second page. Each main section of the report should begin on a new page.

3. **The end matter:**

At the end of the report, appendices should be enlisted in respect of all technical data such as questionnaires, sample information, mathematical derivations and the like ones. Bibliography of sources should also be given. Index (an alphabetical listing of names, places and topics along with the numbers of the pages in a book or report on which they are mentioned or discussed) should be given at the end of the report.

Ethical Issues, Suggestions and Recommendation:

Many people are willing to disclose a lot of personal information during our research so we need to make sure that **we treat both the participants and the information they provide with honesty and respect**. This is called **research ethics**.

1. **Treating Participants with Respect:**

We must remember that research process intrudes in lives of people/participants. Due to their age, social status or position of powerlessness they may be vulnerable. If the participants are young, then we need to make sure a parent or guardian is present. If participants are ill or reaching old age we might need to use a proxy and care should be taken to make sure that we do not affect the relationship between the proxy and the participant. Some people may desire for monetary benefits for participation but some may not if favor of that. So, researcher should not give rise to false hopes.

2. **Overt and Covert Research**

Overt research means that it is **open, out in the public** and that everyone knows who you are and what you are doing. **Covert research** means that you are **doing it under cover**, that no one knows you are a researcher or what you are doing.

Covert research is often muddled/misinterpreted with deception, and condemned as intrinsically unethical.

Overt research researchers should be open and honest about who they are and what they're doing. People can then make an informed choice about whether they take part in a project. It is their choice to refuse –



nobody should be forced or bullied. If so then they will not be willing to participate and may cause problems for you by offering false or useless information

CODE OF ETHICS:

Once you have been open and honest about what you are doing and people have agreed to take part in the research, it is useful to provide them with a Code of Ethics. The best time to do this is just before they take part in a focus group or interview, or just before they fill in your questionnaire. The Code of Ethics supplies them with details about what you intend to do with the information they give and it shows that you intend to treat both them and the information with respect and honesty. It covers the following issues:

- **Anonymity:** you need to show that you are taking steps to ensure that what participants have said cannot be traced back to them when the final report is produced. How are you going to categorise and store the information? How are you going to make sure it is not easily accessible to anyone with unscrupulous intentions? Do you intend to change the names of people, towns and organisations? If not, how will you ensure that what someone says cannot be used against them in the future? However, you must be careful not to make promises that you cannot keep.
- **Confidentiality:** you need to show that information supplied to you in confidence will not be disclosed directly to third parties. If the information is supplied in a group setting, issues of confidentiality should be relevant to the whole group who should also agree not to disclose information directly to third parties. You need to think about how you're going to categorise and store the information so that it cannot fall into unscrupulous hands. Again, you need to make sure that you do not make promises which you can't keep.
- **Right to comment:** this will depend on your personal methodological preferences and beliefs. Some researchers believe that willing participants should be consulted throughout the research process and that if someone is unhappy with the emerging results and report, they have the right to comment and discuss alterations. Indeed, this can be seen as part of the research process itself. Other researchers believe that once the information has been supplied, it is up to them what they do with it. If you're not willing to discuss the final report or take on board comments from unhappy participants, you must make this clear from the outset.
- **The final report:** it is useful for participants to know what is going to happen with the results. Who will receive a free copy of the report? Will it be on public display? If the final report is very long you can



produce a shorter, more succinct report which can be sent to interested participants. This will keep down your own production and postage costs.

- **Data Protection:** you need to show that you understand the Data Protection Act and that you intend to comply with its rules. The Data Protection Act 1998 came into force on 1 March 2000. It sets rules for processing personal information and applies to paper records as well as those held on computers. It covers issues such as acting fairly and lawfully; not keeping the information longer than necessary; making sure that the data is accurate and kept secure. Personal data covers both facts and opinions about an individual. More details about the Data Protection Act can be found at www.dataprotection.gov.uk. A copy of the Data Protection Act 1998 can be obtained from The Stationery Office Limited at a price of £10, or from www.legislation.hms.o.gov.uk

What is Code of ethics?

Anonymity:

I guarantee that I will not use any names and addresses in the final report, or store or categorise information using names and addresses. This will help to ensure that what you have said during the discussion will not be traced back to you by third parties.

Confidentiality:

I guarantee that I will not disclose directly any information provided in this group to third parties, unless permission has been granted to do so. As some of the comments made in this group may be of a personal or private nature, other participants should respect the confidentiality of individuals and also not disclose information directly to third parties.

Your right to comment:

I agree to keep you informed about the progress of the research. If at any stage you wish to comment on the emerging results or final report you may do so. I agree to listen to your comments and make relevant alterations, if appropriate.

The final report:

This research is funded by [name of organisation or funding body]. A copy of the final report will be sent to this organisation, to the University library and to anyone who has taken part in the research who has requested a copy.

Data Protection:

The researcher will comply with the Data Protection Act 1998.



educlash CGPA Converter

Convert: SGPI->CGPA & PERCENTAGE / CGPA->PERCENTAGE

Visit educlash.com for more