

## The Research Report

Report writing differs across disciplines, but there are some similarities. Usually, your lecturer will provide a template. Ask which of the following sections (from Turner et al., 2019, pp. 286–289) they require. Refer to the *Write Well* documents under “Format” to obtain specific information on writing headings and numbers as well as to access notes on how to present data sets (i.e. tables and figures). These documents are APA-compliant and suitable for Education and HASS students. For students studying Business or Mathematics and Sciences, check with your lecturers if the APA formatting rules are sufficient.

Preliminary	Body	Post
<ul style="list-style-type: none"> <li>• Cover (or title) page</li> <li>• Table of contents</li> <li>• Acknowledgements</li> <li>• Statement of ethics approval</li> <li>• Abstract</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction:               <ul style="list-style-type: none"> <li>- statement of research topic / question</li> <li>- purpose</li> <li>- background</li> <li>- scope</li> <li>- limitations</li> <li>- [methodology] / methods</li> </ul> </li> <li>• Literature Review</li> <li>• Findings</li> <li>• Discussion</li> <li>• Conclusion</li> <li>• Recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Appendix / Appendices</li> <li>• References</li> </ul> <p><b>The APA order is:</b></p> <ul style="list-style-type: none"> <li>• References</li> <li>• Footnotes</li> <li>• Tables</li> <li>• Figures</li> <li>• Appendices</li> </ul> <p>(APA, 2020, p. 43)</p>

### References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.

Turner, K., Ireland, L., Krenus, B., & Pointon, L. (2019). *Essential academic skills*. Oxford University Press.