

Research Report Writing



General Presentation & Format

- ALL reports should be typed
- Have a neat, clean cover
- Double-space
- Don't Mix pen and typing
- Page numbers should be centered at the **BOTTOM** of each page
- Follow format and sequence



Hints on Report Writing

- **Avoid** long, involved sentences and overuse of polysyllabic words.
- Use the ***active voice*** instead of the passive voice.
- **Avoid** excessive use of nouns as adjectives.



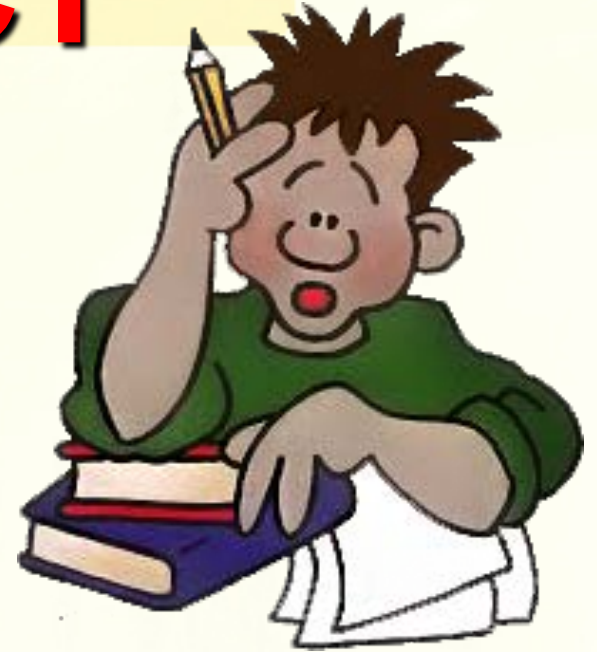
Hints on Report Writing

- Don't hide your findings in noncommittal statements - ***BE POSITIVE***
- Keep **specialized jargon** to a minimum.
 - Keep technical **abbreviations** and **acronyms** to a minimum.
- **Avoid repeating facts and thoughts.**
 - Be **concise** and succinct.

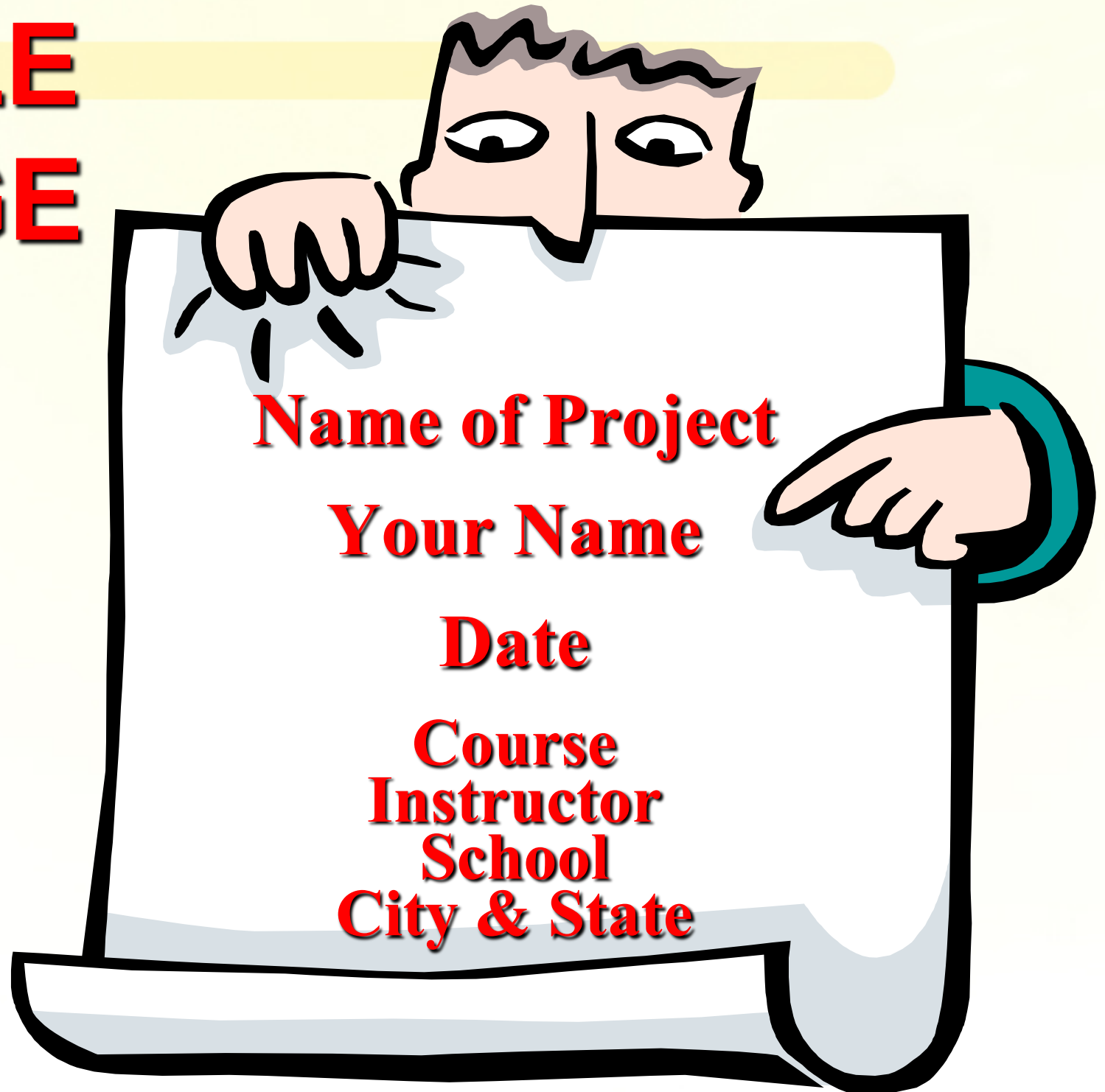


ABSTRACT

- **Brief, ONE PAGE MAX**
 - *Writing a clear, concise abstract is an art!*
- **Summary, including the nutshell of your results and conclusions.**
- **Include the dates and location**
- **Write the abstract *last* - no page #**
- **Must match the rest of your findings**



TITLE PAGE



Name of Project

Your Name

Date

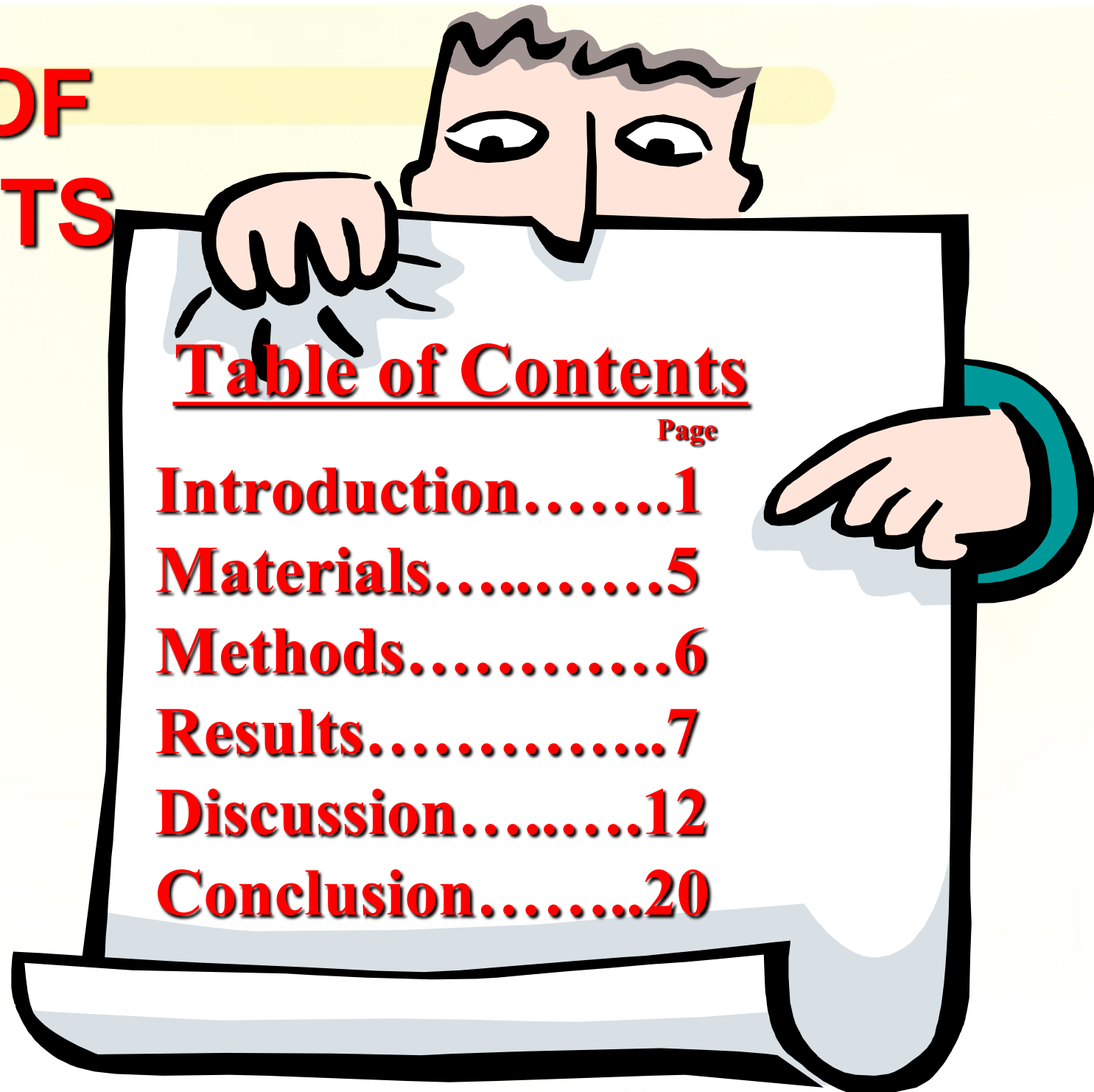
Course

Instructor

School

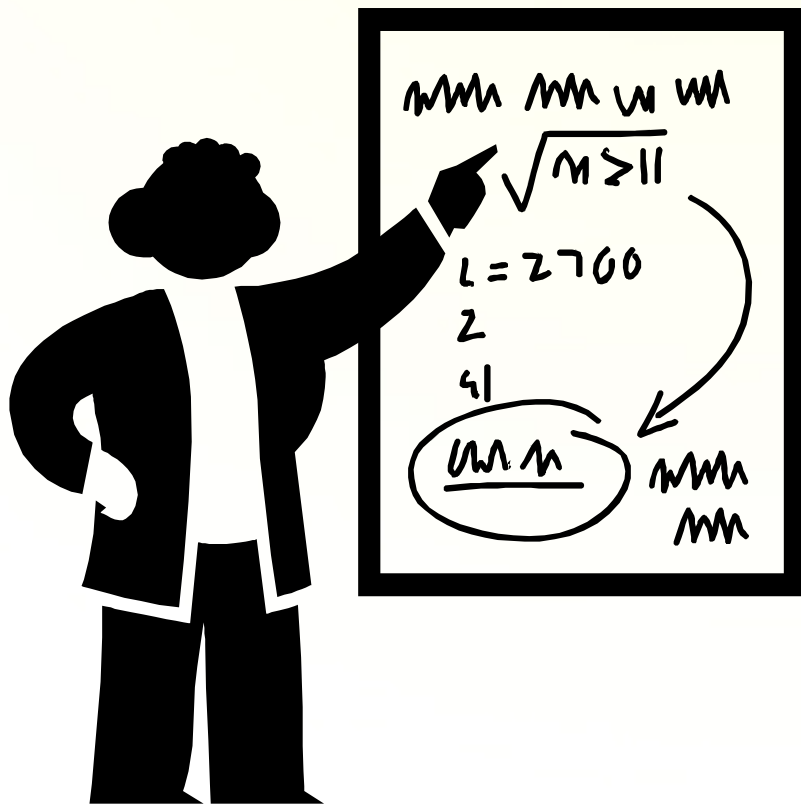
City & State

TABLE OF CONTENTS



INTRODUCTION

- *This part of the paper presents the background, justification, and relevance of your study*



INTRODUCTION

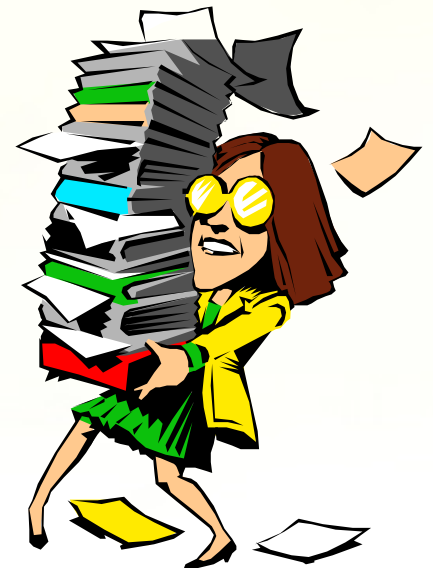
- State the **problem** and **objectives**
- **Hypothesis (if applicable)** to be tested
- Brief **background**, with cited review of literature
- Relate the problem and **significance** to the discipline



INTRODUCTION

- *Use a wide variety of sources*, from research journals to books, to DVD's to the Internet.
- Include at least one print source
- **Condense** the information you've found.

***Paraphrase,
not plagiarize***



Citations

- Information learned from outside sources needs to be "**cited**" in the Introduction - like writing **footnotes**, only easier.

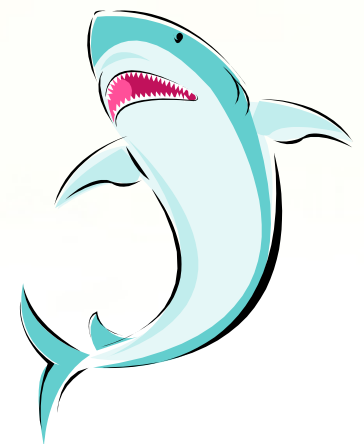


Citations

- **RULE 1** Cite all sources that **refer to information** on your species, experiment, or study site.
- **RULE 2** Cite all sources that **back up your conclusions**.
- **RULE 3** Cite anything that brings in a **fact not directly taken from your own observations**.
- **RULE 4** ***WHEN IN DOUBT, CITE!***

Example of Proper Citing

White sharks are known to be man eaters (**Halstead, 2008**). They are the only shark that regularly preys on marine mammals for food. Some scientists believe that great whites attack humans by mistake: the silhouette of a surfer paddling on a surfboard may be mistaken for a seal sunning on the surface (**Ellis, ed., 2011**).



Variations In Citations

- **One Author:** (Bronowski, 2003)
- **Two Authors:** (Walker and Maben, 2005)
- **Three or More Authors:**
(Cochran, Wiles, and Manack, 2011)
- **No Authors:** (Insects of Guam, 2010)
- **Only an Editor:** (Ellis, ed., 2011)
- **Citing Experts You Have Spoken To:**
(Whitcraft, pers. commun.)

Materials And Methods

- ***Materials*** (in narrative form)
 - Describe EXACTLY what you used to do your research
 - (Ti-83 calculator, Smart Phone app, x-rays, snap-trap, BioRad gel electrophoresis equipment)



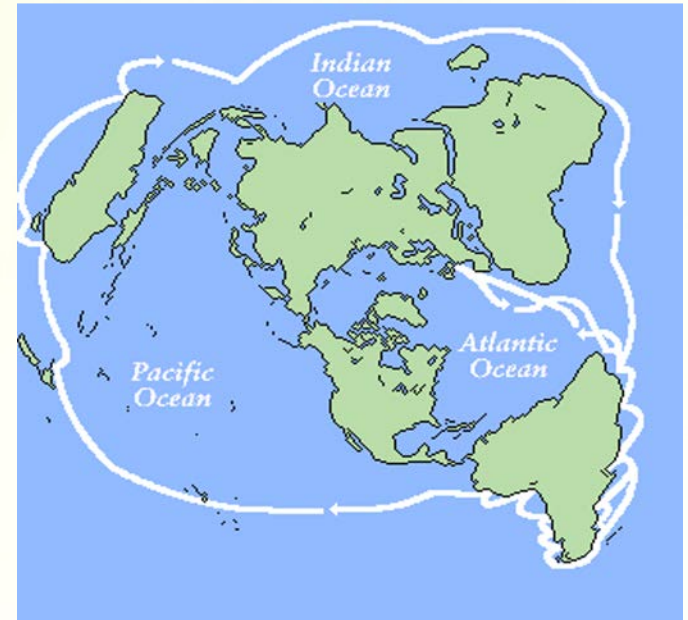
Materials And Methods

- **Methods** (Procedure)
 - Sampling dates
 - Locations
 - Methods used
- Concise, but detailed enough that a reader could **duplicate your investigation**



Materials And Methods

- Standard procedure descriptions should be kept extremely **concise**.
- Including properly-labeled **diagrams** or **photographs** of any
- In a **field study**, a **site description** is *required*, complete with **site maps**.



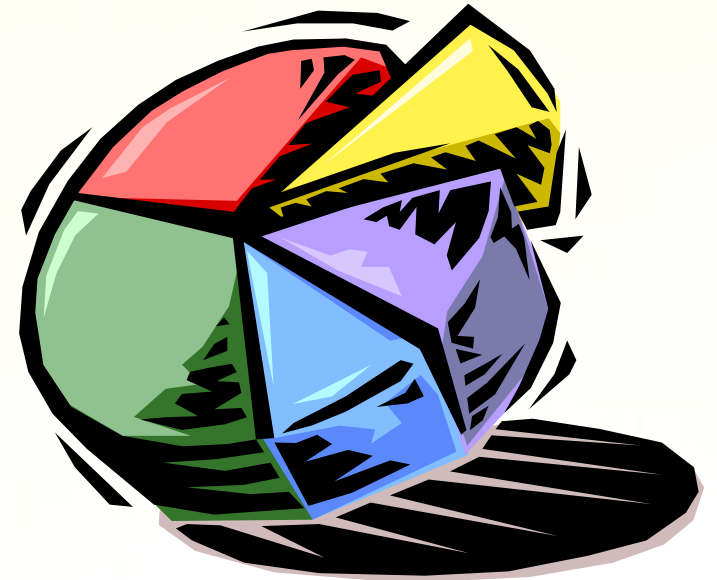
Materials And Methods

- **Computer software** should be fully cited, including the version used.
- **Statistics** used to analyze your data should be included and cited.



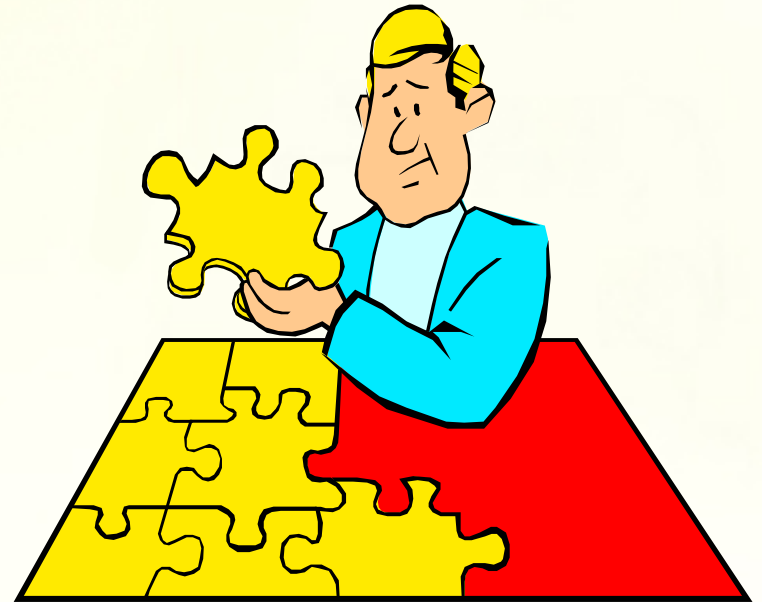
RESULTS

- Contains a description and interpretation of the data
- Include **qualitative** observations you made during the study.
 - NOT just a **data summarization**
 - NOT just pages of **tables and figures...**



RESULTS

- Tell the reader **exactly what you found**
 - What patterns
 - Trends
 - Relationships observed



- **Photos, graphs, or diagrams** that visually describe your results.

RESULTS

- **Label** graphs & tables correctly

Table 2. The number of brine shrimp found in sections of tubing after the shrimp were exposed to changes in light, pH, or temperature, on October 2, 2004 at Fremont HS.

VARIABLES I	SECTION 1	SECTION 2	SECTION 3	SECTION 4
CONTROL	24	30	18	25
LIGHT	10 (light)	13	40	26 (dark)
pH	8 (acid++)	3 (acid-)	52 (base+)	3 (base ++)
TEMP	13 (hot)	24 (warm)	38 (cool)	21 (cold)

Line Graph

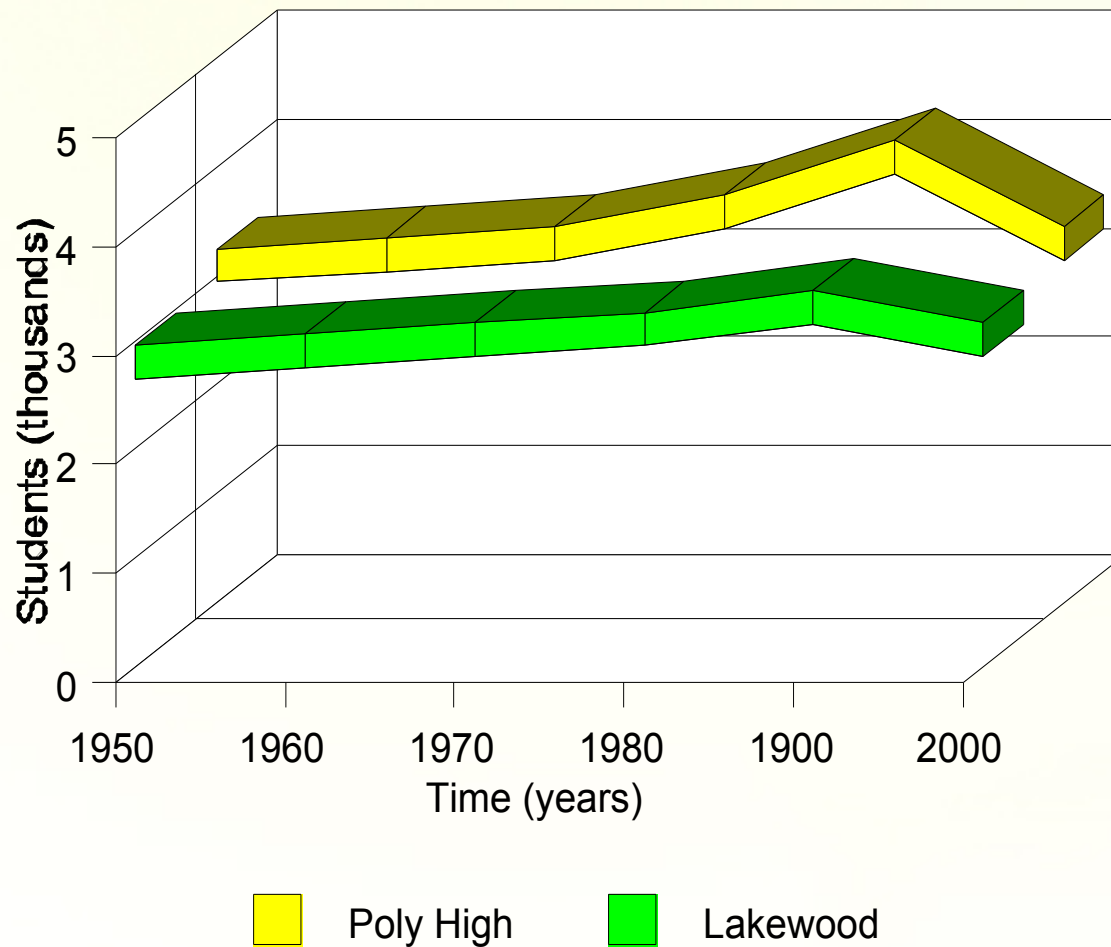


Figure 1. Number of students attending Poly High and Lakewood High since 1950.

Bar Graph

*Use
comparable
increments*

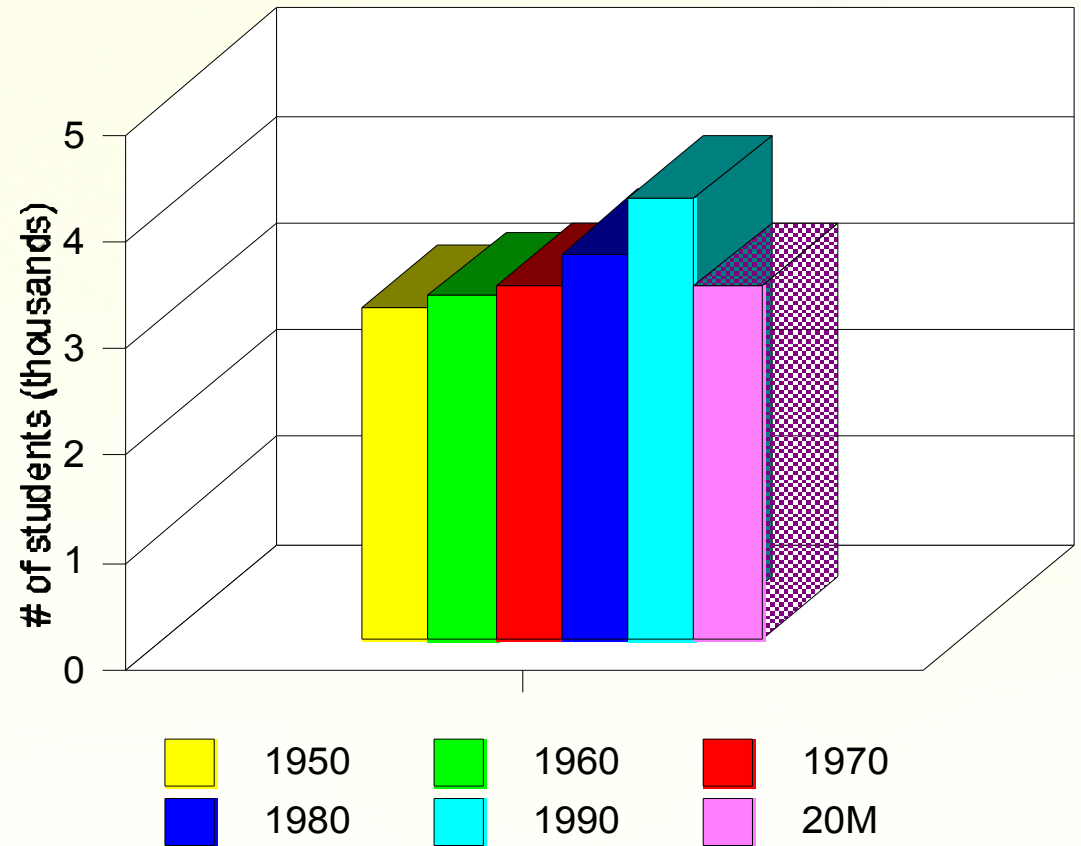


Figure 2. Number of students attending Long Beach Polytechnic High since 1950.

Pie Graph

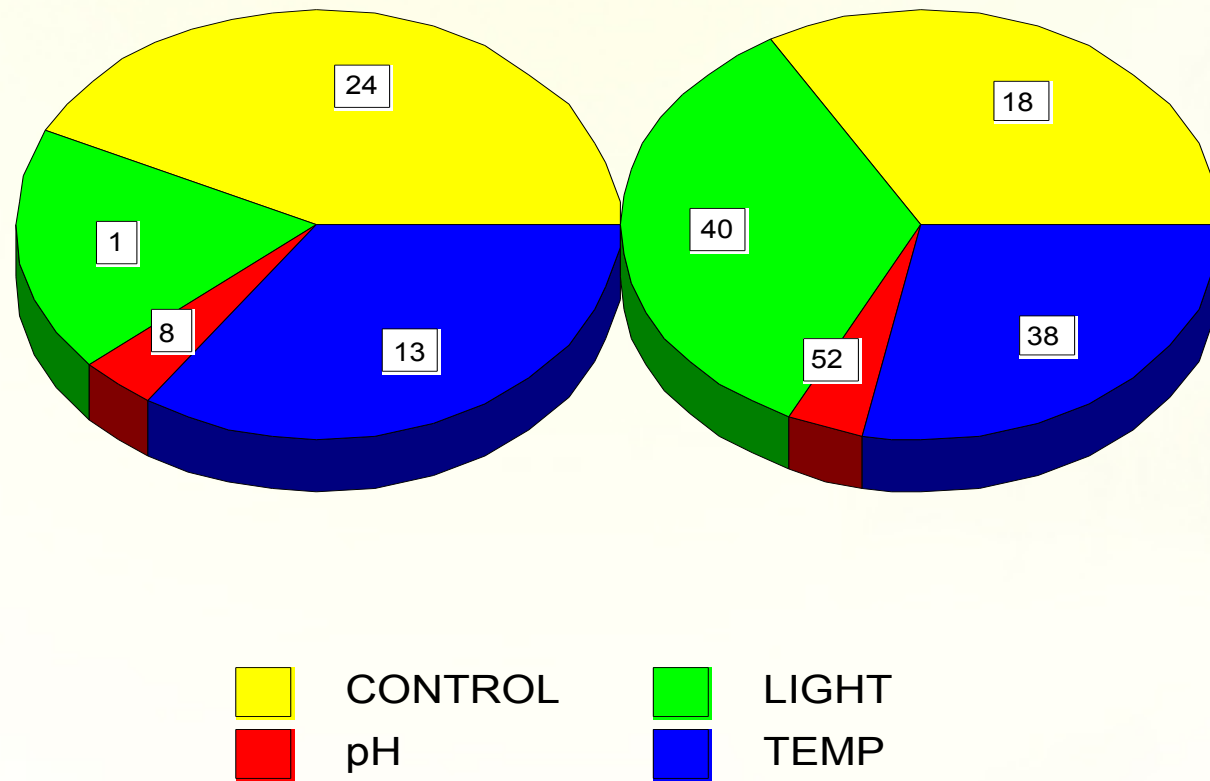
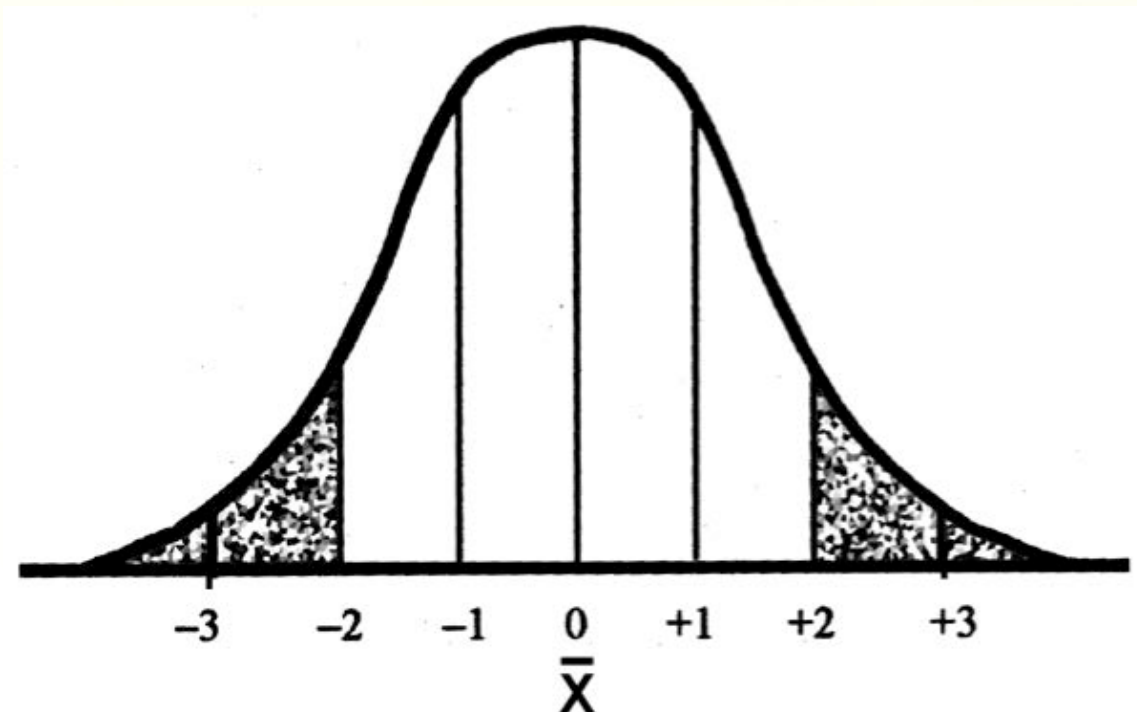


Figure 3. The number of brine shrimp found in sections of tubing after the shrimp were exposed to changes in light, pH, or temperature, on 10/2/2003 at Cabrillo HS.

Perform Comparative Tests

- Use computer software or calculator programs to look for **statistically significant differences** between data from experimental and control groups



Perform Comparative Tests

- **Averages/ Population Means** Jr. Div
- **Standard Deviation** Jr. Div
 - Deviation of data from their mean.
- **% Error** Jr. Div
 - Deviation from a predicted result
- **T-test**
 - For data sets that follow normal distribution
- **Chi Square**
 - Comparing data in % form in 2+ categories
- **Diversity Indices**
 - Compares species diversity and dominance between different communities
- **Mann-Whitney U test**
 - Differences in two sets of data by examining a sample of data from each population

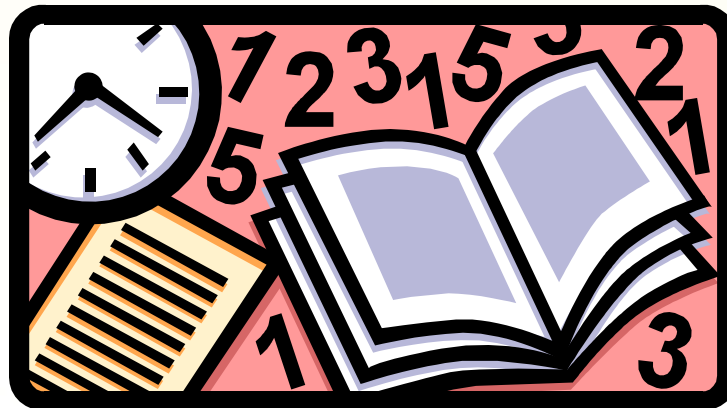
DISCUSSION

- Results should be interpreted, critically evaluated, and **compared to other reports.**
 - The results section presents the *"news,"*
 - The discussion section contains the *"editorial."*



Analyze The Results

- Interpret statistics properly
 - **DON'T** make broad statements from small samples
 - Use **P < .05** that differences have occurred from chance alone



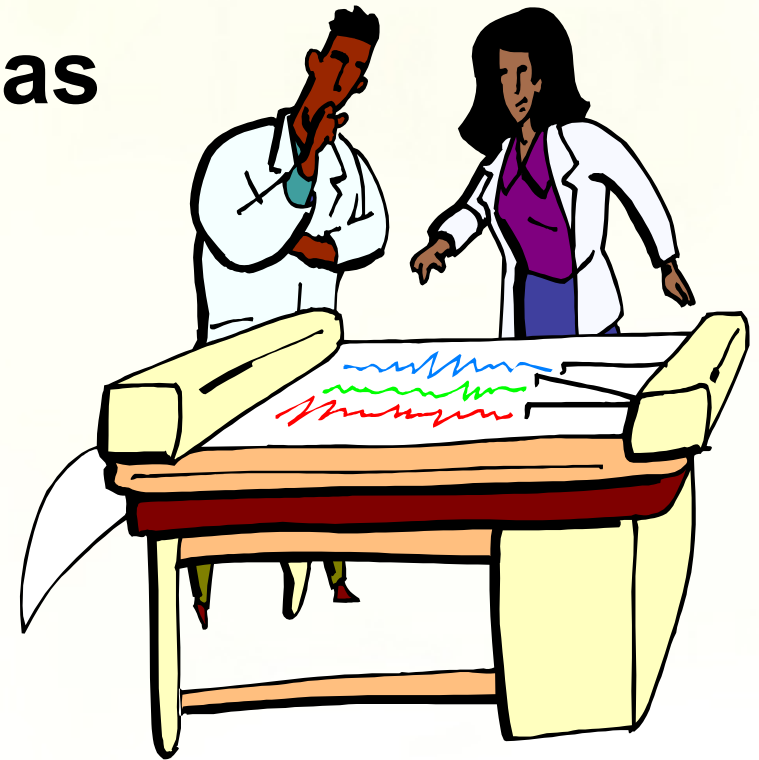
Analyze The Results

- Examine the amount and possible sources of variability in your data, including **experimental error**.



Analyze The Results

- Examine your results for **bias** and evaluate its effect.
- Look at your data from as many points of view as possible



Analyze The Results

- *Do not make generalized statements that are not based on*
 - *Your data*
 - *Known facts*
 - *Reason*



Analyze The Results

- Relate your findings to **other studies**
 - *Cite those studies*
- Remember that **LEARNING**, not the confirmation of your hypothesis/proposed solution, is your goal.



CONCLUSION

- * *Can be included WITHIN the Discussion...*
- A **brief** summary of your findings
 - Follow with a set of clear statements you believe explain your results.

*Was your
hypothesis/proposed
solution
valid or invalid?*



References

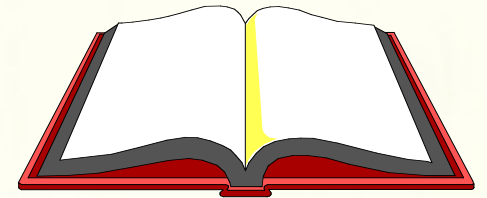
- *References you used **and referred to** in your paper*
- **Alphabetical Order** by author
- **Several papers by the same author:**
 - List most recent first
 - **Indent 2nd** & succeeding



Books (APA Rules)

One Author

Bronowski, J. 2010. *The Ascent of Man*. Boston: Little & Brown, Inc.



By Editor

Ellis, R. (ed.) 2011. *Sharks*. New York: Wiley.

2 Authors - Local Agency

Walker, R. G. and A. Maben. 2005. *The Feeding Ecology of Bats*. Guam: DFWR.

Magazines & Scientific Journals

3 Authors, Journal Article (print)

**Cochran, J. A., Wiles, G. and J. Manack. 2011.
Money, Banking, and the Economy. Fortune
34 (4), 47-55.**



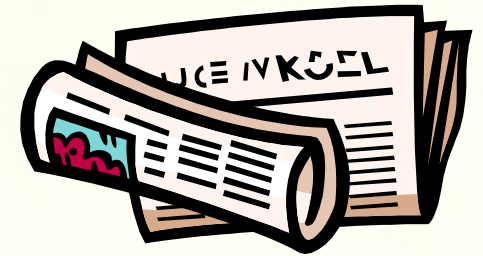
NO author, Scientific Bulletin

**Insects of Guam. 2010. Honolulu: Bernice P.
Bishop Museum. Bull. 172.**

News Articles: Print/Online

APA Rules: Newspaper in print

Meier, B. (2013, Jan. 1). Energy Drinks Promise Edge, but Experts Say Proof Is Scant. *New York Times*, p. 1.



APA Rules: Article online

Williams, A. (2018, July 27) Study shows ocean acidification is having major impact on marine life. Retrieved from <https://phys.org>

Non-print Sources

Film

Melfi, Theodore dir. 2016. *Hidden Figures*. With Taraji P. Henson, Octavia Spencer and Janelle Monae. 20th Century Fox Studios, Hollywood.

Software

Bill Nye: Greatest Discoveries in Biology. 2005.
Discovery School.com.
DVD.



Non-print Sources

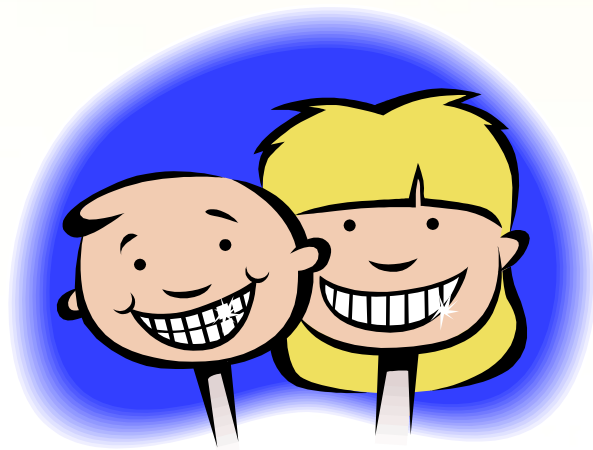
“Personal Communications” with an Expert (*in person, on the phone, in letters or on the Internet*)

Whitcraft, Dr. Christine. 2018. Asst. Prof. of Biology.
CSU Long Beach, CA.



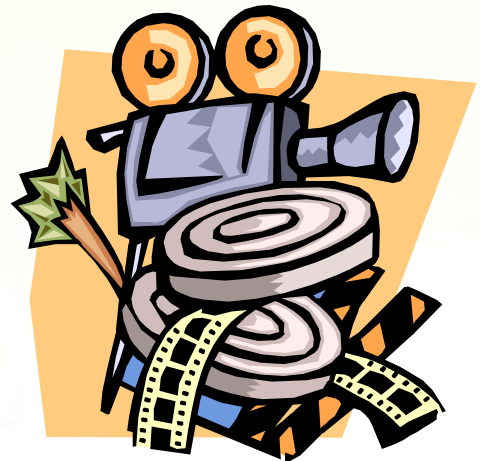
ACKNOWLEDGEMENTS

- ***Acknowledgements for Senior Projects cannot be on the display board!***
- **Identify the major people who gave you assistance**
- **Give them the thanks they deserve**



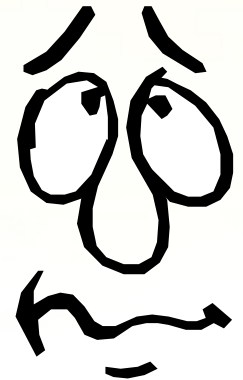
APPENDICES

- Additional pictures and/or material you wish to include
- Make sure any appendices *are listed in the table of contents*
- **DON'T stuff this section unnecessarily -**
it will not win you points...



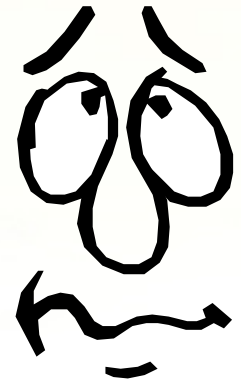
Common Problems

- **Failure to use**, evaluate, and interpret your data is the most common problem students have in report writing.
- **Ignoring results** because they differ from textbook generalizations.
- Bringing too much **irrelevant information** into reports.



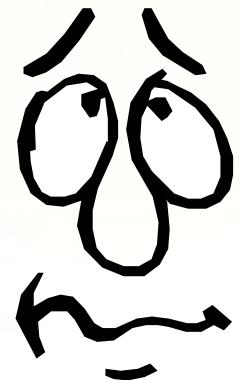
Common Problems

- Making **small differences** seem important.
- **Discarding data** because of variability and biases.
- **Improperly labeled** and cited figures and tables.



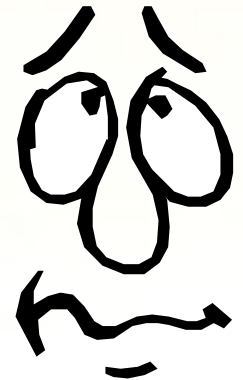
Common Problems

- **Inserting figures** without identifying their contents or purpose
- Failing to number and **place each figure close to where it is referred to** in the text.
- Not working over the data to **seek patterns and trends** before preparing figures and tables.



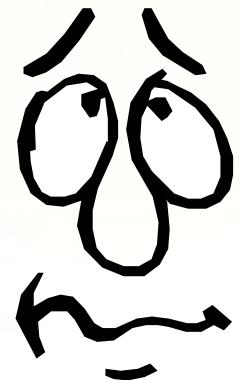
Common Problems

- *Forcing a **preconceived conclusion** on the data.*
- *“**Fudging**” your data: it is dishonest and unacceptable and considered scientific misconduct.*
- *Padding your report with **excessive though honest numbers** that serve no useful function.*



Common Problems

- **Not documenting ideas** and conclusions with data, literature, and sound reasoning.
- Not relating your results and conclusions to **accepted principles** and concepts.



Designed by

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*Science Consultant, UCLA Science Project
For the*



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