Course- M.A.EDUCATION

Semester- 4th

Paper 401

Topic- Formate and Style of Referencing of Research Report.
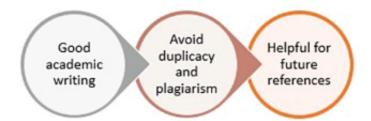
Formats and styles of Referencing of a Research Report

The research is said to be completed only when a good research report is written after the successful conducting of the research by following the steps beginning with identifying the research problem, hypothesis formulation and finally culminating into the report writing.

The research thesis or dissertation is written by using and stating even the works of other scholars are researchers who have contributed to similar topics before. The referencing style is generally a set of rules telling you how to acknowledge the thoughts and words of others in a certain way. They have many advantages, like:

There are different ways used by various universities and journals having different background research plans and bibliographic references. Usually, different standards are used for documenting sources of information in research papers, they may vary as per the preferences of the scholar, but have do-follow broad pre-defined standards to document their research references.

The two most important and commonly used formatting styles are published by:

- **MLA (Modern Language Association),** commonly seen as " Works cited"
- **APA (American Psychological Association),** commonly seen as "Reference list."

MLA Styles

There are a few important features of MLA style :

- Titles are underlined with major words capitalized.
- The full name of the author is used.
- Author's name and page numbers are used for "in-text".
- The commas are not used usually
- The source page is cited as 'works cited.'
- They are generally used in humanities

Example of MLA style:

Author, First name. 'Title of Article'. Title of Journal Volume. Issue (Year): pages. Name of the database. Web. Date of access.

APA Styles

The APA style has the following features:

- The titles are in italics.
- The last name of the author is used
- Author's name and the year of publication is used for in-text.
- Commas are used for in-text
- These styles are used in Social sciences subjects.

Example of the APA style:

Author, B.B., Author C.C and Author X.X (Year). Title of the article.Title of periodical, volume number (issue number), pages. DOI

There are many terms that are used in the context of footnotes and writings:

- **Ibid:** it is an abbreviation for the Latin term Ibidem, which means the same. It means the same author and source of books and journals in immediately preceding referencing.
- **cit.:** It's same as Latin term opus citatum, meaning the work cited. It means reference listed earlier.
- **cit.:** This is the abbreviation for loco citato, which means place cited — usually used as a footnote or endnote used to repeat the title and page number.
- **al.:** It refers to and others, usually referring to the number of people.

The Indian National Bibliography has been conceived as an authoritative bibliographical record of current Indian publications. It falls under the Ministry of Culture, Government of India.

Shodhganga and Shodhgangotri have been conceived as the digital repositories of Indian electronics thesis and dissertation set up by the Information and Library Network (INFLIBNET) Centre. It is an autonomous Inter-University centre which comes under the aegis of UGC. The research scholars and PhD candidates now have to store their research in a CD chapter wise in the PDF format, and that is to be stored in the Shodhganga portal. The CD has to be verified by the Head of the department or the Supervisor of the candidate.

Research Report Format

Traditional written reports tend to be produced in the following format.

Title Page

1. Title of the research project.
2. Name of the researcher.
3. Purpose of the research project.
   For example: 'A research project submitted in partial fulfillment of the requirements of XYZ University, New Delhi, for the degree of _____'.
   4. Date of publication.

Table of Contents

In this section, the contents of the report, either in chapters or in subheadings are listed.

Example

Contents   **Page No.**

Introduction

Chapter I Theoretical Framework and Review of related Literature

Chapter II Research Design

Chapter III Data Analysis and Interpretation

Chapter IV Summary and Conclusion.

Suggestions for further Research

References/Bibliography

Appendices

Appendix I Questionnaire for Employees

Appendix II questionnaire for Managers

List of Tables

This section includes the title and page numbers of all tables.

Example

List of Figures

This section contains the title and page numbers of all graphs, pie charts, etc.

Example

Acknowledgements

In this section, the researcher may acknowledge the institute, principal, faculty guides (both research guide and technical guide), research participants, friends, etc.

Introduction

This section introduces the research, setting out the main aims and objectives. It is actually a rationale for the research.

Theoretical Framework and Review of Literature

This section includes all the background research information that has been obtained from the literature review. You must indicate from where all the information was obtained. Thus, it is mandatory to keep a complete record of everything the researcher has read. Otherwise, there are chances that the researcher could be accused of plagiarism, which is akin to intellectual theft.

Research Design

This section includes all practical details followed for the research. After reading this, any interested party should be able to replicate the research study. It includes the methods used for data collection, sampling procedures, tools used for data collection and analysis of data.

Data Analysis and Interpretation

If you have conducted a large quantitative survey, this section may contain tables, graphs, pie charts and associated statistics. If you have conducted a qualitative piece of research, this section may be a descriptive prose.

Summary and Conclusion

In this section, you sum up your findings and draw conclusions from them, perhaps in relation to other research or literature.

Recommendations
If the research has been conducted for any client organization, this section could be treated as the most important part of the report. Sometimes, this section is included at the beginning of the report.

Suggestions for Further Research
Research is a continuous process. This section shows how research could be continued. This could happen as some results are inconclusive or the research itself has thrown up many more research questions that need to be addressed. It also shows the honesty and integrity of the researcher that he has a wider perspective and has actually not tried to cover up the shortcomings.

List of References/Bibliography
The list of references contains only the details of those works cited in the text. It includes sources not cited in the main text matter but are relevant to the subject of study, specifically in case of larger dissertations or thesis. Small research projects may need just a reference section to include all the literature that has been referred to in the report.

Appendices
This is a section or table of subsidiary matter at the end of a book or document.Appendices do not count towards your total number of pages or words. It is a useful way of including relevant material so that the examiner can gain a deeper understanding of your work by reading it.