

# PREPARING A RESEARCH REPORT

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# What is Research ?

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A research is the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.

# What is a report ?

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- A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis.
- Reports may refer to specific periods, events, occurrences, or subjects, and may be communicated or presented in oral or written form.

# What is a research report ?

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- Research reports present the results of formal investigations into the properties, behaviour, structures, and principles of material and conceptual entities.
- Research report is the presentation of the research and its results in a rigorously formatted document that follows a conventional structure. In presenting your research, you pull all its elements together into a focused, coherent document.

# Parts of a Research Report

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The structure of the research report is based on a standard format which contains the following sections:

- Preface
- Text
- Supplementary

# Preface

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Title Page

Certificate

Acknowledgement

Declaration

Table of Contents

List of figures

List of tables

List of symbols and abbreviations

List of appendices

The table of contents is an outline of the report. Be sure your section headings are consistent with their listings in the table of contents.

## Table of Contents

Abstract	ii
List of Figures	iv
1 Hot Wire Cutters: Superior Forming Tools	1
1.1 Disadvantages of Hot Wire Cutters	2
1.2 Research Objectives	3
2 Theoretical Conditions of Fatigue	3
2.1 Wire Temperature	3
2.2 Intrinsic Strain	4
2.3 Clamp Geometry	4
3 Experimental Procedure	5
4 Results of the Nichrome Wire Strain Tests	6
5 Discussion	7
6 Conclusions	7

In the list of figures, identify the figure number, the main caption of the figure itself, and the page. If you have tables, you may either put them together at the bottom of the page, or you may put them on the following page as a list of tables.

## List of Figures

Figure		
1	Common Nichrome Wire Foam Cutter	2
2	Some Nichrome Clamp Geometries	4
3	Experimental Apparatus for Nichrome Wire Testing	5
4	Fatigue Life ( $Q$ ) Versus Deflection ( $D/L$ ) for Different Pretensioned (FPT) Nichrome Wires	9



# Text and Main Body

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1. Introduction/Executive Summary
2. Literature Review
3. Main Body
  - Objectives
  - Data Collection
  - Sampling
  - Scope of Study
4. Findings and Interpretation
5. Analysis
6. Recommendations and Conclusions

# Supplementary

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Appendices

References/ Bibliography

# Format

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Title Page

Binding

Page size

Font specifications

Line spacing options

Margins

Page number

Footnotes

Tables

Figures

# Title Page

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A

Study On

**TITLE**  
**At: Place**

By: \_\_\_\_\_

**For: Organization Name**

Under the guidance of

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**For the partial fulfillment of PGDM program  
at IMIS, BBSR**

PGDM 2013-2015

Bhubaneswar

Font Style: Times New Roman  
Font Size: 12pt

Only the parts red square are to be  
in font size of 24pt

# Binding

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- Hard Bound
- Black Color
- The letters for the Front Cover should be printed in gold of font size 15, font type Times New Roman and in uppercase letters.
- In the spine only Title of research, year and place of study will be maintained.



# Paper, Font, Spacing

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- A4 paper (201 X 297 mm; 80 GSM)
- Times New Roman, font size 12
- Text should be in justify alignment
- Line spacing of 1.5 or 2  
Single-spacing is only permitted in tables, long quotations, footnotes, citations
- Footnotes should use a smaller font than the text (font size of 8)

# Margin Setup

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The text should have the following margins:

- Top : 1”
- Right : 1”
- Left : 1.5” or 2”
- Bottom : 1”

Additional guidelines need to be followed:

- All tables and figures must be placed within the specified margins.
- The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

# Page Number

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- All page numbers should be printed 1.0 cm from the bottom margin and placed at the right hand side.
- Font size 8 recommended for numbers.
- Roman numerals (i, ii, iii etc.) should be used in the Preface section.
  - No page number on the title page
  - Numbering begins on the second page with (ii)
- Arabic numerals (1, 2, 3) are used on the pages of the text (starting with the introduction page) and supplementary sections.



# Using Tables and Figures

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- Centered aligned
- Labelled according to the chapter in which they appear  
for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2
- The label should be placed above the table itself and has the following format:  
Table 3.1 : Short Title
- If the table/ figure occupies more than one page, the continued table on the following page should indicate that it is a continuation  
for example: ‘Table 3.7, continued’.
- If the table/ figure contains a citation, the source of the reference should be placed below the table.

# Good Report

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- Written in easy to understand vocabulary
- It must have clear and short title related to the research problem
- It must give a summary (abstract) of the whole research in the introductory pages of the write-up
- The report must possess the methodology section to show how the research was carried out
- It must have a discussion of the findings and the conclusion section
- The report must be easily legible and concise
- Ensure to provide original sources of reference
- Avoid plagiarism at all
- Write the report keeping the end user in mind

**THANK YOU**

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