

Converting your Proposal and completed research into your Research Report

1. Follow the guidelines given in the "General Rules" document.
2. Follow the structure of the Research Report template.
3. Change all the future tenses to present or past tense as appropriate.
4. Each section becomes a CHAPTER and is started on a new page, eg Chapter 1 is the Introduction, Chapter 2 is the Literature Review, etc.
5. After you have conducted the research, present the findings in the Results chapter, by hypothesis / proposition / Research question. Use tables, graphs, colour where appropriate. Present the result, then describe (not explain) what you have presented in the table or figure.
6. Write up the Discussion chapter by proposition, relating and contextualising your findings back to your literature review. The Discussion Chapter should have the same or similar headings to the Results Chapter for consistency.
7. Do the Beginning section, with the Abstract, Table of Contents, Declaration, acknowledgements, etc. The numbering system for this section is small roman numerals, ie I, ii, iii, iv, v, etc.
8. Check your numbering, spelling, grammar, headings, cross-check your references and makes sure that they are in the correct format, both in-text and in the reference list.
9. Have your Research Report proof-read before final printing

