

1. INTRODUCTION
1.1 Background of the study
1.2 statement of the problem
1.3 Purpose of the study
1.4 Significance of the study
1.5 Delimitation of the study
1.6 Limitations of the study
1.7 Definition of Important Terms
2. REVIEW OF RELATED LITERATURE
3. DESIGN OF THE STUDY
3.1 Variables
3.2 Subjects of the study
3.3 Tools for Data gathering
3.4 Data Gathering Procedures
3.5 Method of Data analysis
4. PRESENTATION AND ANALYSIS OF DATA
5. SUMMARY, CONCLUSIONS AND RECOMMENDATIONS.

FIGURE 9.6: General format of the main body of a research report.

		Yes	No
1	Does it contain all the important parts of a body of a research report?		
2	Does the review put various topics and sub topics relevant to the study?		
3	Do beginning letters of topics and subtopics written in capital letters?		
4	Does the design clearly states 1.1 The variables? 1.2 The subjects? 1.3 The tools? 1.4 Data gathering procedures? 1.5 Method of analysis?		

Following is the general format of the main body of a research report.

Activity 9.2

Take the research paper you have taken for the activity in the previous section and evaluate its main body with respect to the following questions.

Title of the research _____

5. Evaluate the tables (if any) according to the criteria on page 88 and write a short report about it.
6. Evaluate the figures (if any) according to the criteria on pages 88 & 89 and write a short report about it.
7. Evaluate if summary and conclusions of the study are clearly stated

Exercise 9.2

1. Mention the five major divisions of a research report to be included in the main body

2. Write the main components of the Design of a research report with their proper sequence.

9.3 THE REFERENCE SECTION

9.3.1 BIBLIOGRAPHY

The bibliography lists in alphabetical order the references used by the researcher in doing the research. There are different styles of writing bibliography. Here you will see one style.

1. Books

A citation for a book has four basic parts (entries). Author's name. Publication date. Title. Publication information. Author's name In writing the author's name, his/her name should come first.

- ® For example, if the name of the author is Anne Anastasi the reference will be written as Anastasi, A. 1976. Psychological Testing. 4th ed. New York: Collier Macmillan International edition.

But for Ethiopian names you will write names as they are.

- ® For example for an author named. Tekeste Negash you will write the reference as Tekeste, Negash. 1996. Rethinking Education in Ethiopia. Uppsala: Reprocentralem, Hse.

When the authors are two the reference will be written as Ebel, R.L and Frisbie, D.A. 1991. Essentials of Educational Measurement. 5th ed. New Jersey: Prentice Hall. Beck, C. A. J., & Sales, B. D. 2001. Family mediation: Facts, myths, and future prospects. Washington, DC: American Psychological Association. For three authors Wanna, L.; Beyene, B. and Belete, D. 1995. The Evaluation of Three Vocational /Technical/ Programs in Region Three. Addis Ababa: FINNIDA. When the book is an edited work containing the contribution of many authors, first you have to put the author of the part of the book you took with its title placed under quotation. Then you will write the name of the editor and the book he/she edited.

- ® For example Hirut, Terefe. 1996. "Impacts of Displacement on Women and Children in Ethiopia." In Habtamu Wondimu (ed.). The Situation of Children and Adolescents in Ethiopia. Addis Ababa: AAU printing press.

If the authors are institutions or associations, we will write it as follows. Ministry of Education. 1995. The Transitional Government of Ethiopia, Education Statistics Annual Abstract, 1993/94. Addis Ababa : MIS. A Book with no author or editor Merriam-Webster's Collegiate Dictionary (10th ed.). 1993. Springfield, MA: Merriam-Webster. Title In writing titles for books, first of all they have to be written in a different style. They have to be in bold style or they have to be underlined. Secondly, except articles and propositions in the middle of the title, all the first letters should be in capital letters. Also, if you need additional lines to finish writing the bibliography, indent them to the right. Editions If the edition of a book is other than the first, this will be indicated by a number after the title. Please go back and look at the 1st, 3rd and

the 5th examples above Publication Information Here you will indicate the place of publication and the publisher. After the place of publication a colon (:) will follow and then the publisher will be written. Generally the following illustration shows how to write books as entries in a bibliography.

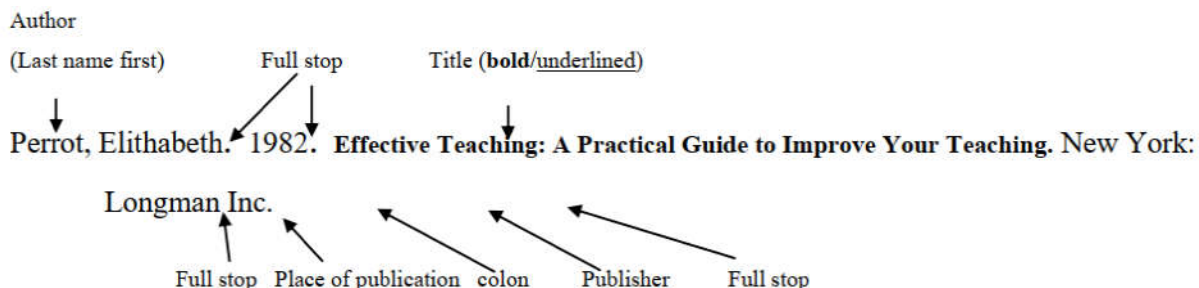


FIGURE 9.7: How to write books as entries in a bibliography

2. Research Journals

Citation and entries for a Journal (periodical) will look like as follows: Author's Name. Publication date. Title of the article. Title of the Journal. Volume, Number, page number(s). Here the place of publication and the publisher will not be included. Amare, S. 2001. Effects of students' academic competence, self determination, and motivation on school performance in Tana Haiq secondary school. The Ethiopian Journal of Education. Vol. 21, No. 1 pp. 65 - 93. When the authors are two or more you will do the same, as you will do for books with two or more authors. Journal article, more than six authors Wolchik, S. A., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. Journal of Consulting and Clinical Psychology. 68, 843-856. After the first author's name and initial, use et al. to indicate the remaining authors of the article. Please, note that some other styles suggest putting the title of the article in quotation marks (" ") and underlining the journal title. But the important thing is to be consistent in our format throughout the section.

3. Encyclopedia Articles

For articles taken from Encyclopedia, the citation and entries will look like as follows. Author's Name. Publication date. Title of the article. Title of the Encyclopedia. Volume (in capital roman numbers), page number(s).

® Example Dickie, G.T. 1967. Aesthetics. Encyclopedia Americana. I, 234 - 238.

4. Newspaper Articles:-

For the newspaper articles citation and entries will have the following format Author's Name. (publication date). Title of the article. Name of the Newspaper. Volume (number), Page.

® For example: Tewodros Kiros. (2001, July 4). Introducing democracy. The Reporter. 5(252), 4

5. Articles in Magazines

The format here is Author's Name. (publication date). "Title of the article." Name of the Magazine. Volume (Number), page(s).

® Example

6. Unpublished Materials

When ideas are taken from materials not officially published, you have to indicate this in your citation of the material. For example

® Dawit, Asrat (2000). Teachers Concerns with respect to sex, qualification and experience: The case of Addis Ababa region. (Unpublished MA thesis) Addis Ababa: Addis Ababa University.

® Almeida, D. M. (1990). Fathers' participation in family work: Consequences for fathers' stress and father-child relations. Unpublished master's thesis, University of Victoria, Victoria, British Columbia.

7. Article in an Internet-only journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

8. Article in an Internet-only journal, retrieved via file transfer protocol (ftp)

Crow, T. J. (2000). Did Homo sapiens speciate on the y chromosome? *Psychology*, 11. Retrieved March 25, 2001, from <ftp://ftp.princeton.edu/harnad/Psychology/2000.volume.11/psyc.00.11.001.language-sex-chromosomes.1.crow>

9.4 APPENDIX

Some materials, which may help the reader to get some more knowledge about the study you conducted, may be given a separate section known as Appendix. Under this section we may include for example:

▲ tools used in the research

- questionnaires
- interview questions
- observation checklists

- ▲ maps
- ▲ photographs
- ▲ statistical procedures and formulas

All the different items included in the appendix should be labeled as Appendix A Appendix B etc. If there are no different groups of items, we simply write the title APPENDIX only at the beginning page.

Activity 9.3

Dear colleague, please go to your school's library and select the following materials.

- ◆ 5 books with a single author
- ◆ 3 books with two authors
- ◆ 2 books with three or more authors
- ◆ 3 newspapers (take one article from each)
- ◆ 1 magazine (take two articles from it)

Prepare a bibliography for the above mentioned materials. Note that you have to write them in alphabetical order.

EXERCISE 9.3

Identify carefully the type of source materials mentioned. Make the necessary rearrangement and write them in a bibliographic form.

- ◇ educational policy and the regional distribution of schools, Teshome Mulat, The Ethiopian Journal of Education, pp 23 - 28, 1989, volume 10, number 2
- ◇ Education Sector Strategy, Addis Ababa, Transitional Government of Ethiopia —(TGE), 1994, Educational Materials Production and Distribution Agency (EMPDA).
- ◇ An introductory Geography of Ethiopia, Mesfin Woldemariam, Berhanena Selam, Addis Abeba, 1972
- ◇ Determinants of health and nutritional status of children in Ethiopia: The case of Sidamo, M.A thesis by Sintayehu G/Giorgis, 1994, Addis Ababa University, Addis Ababa,
- ◇ Case studies in Educational Change: An International perspective edited by David S.G. Carter and Marnie. H. O'Neill, Evolution in intentions: From state policy development to teacher implementation, Jim Lowham, Falmer press, 1995, London

9.5 UNIT SUMMARY

- ☐ Unit eight was about how to write a research report after the completion of the study. Generally a research report will have three components: the preliminary section, the main body and the reference section.
- ☐ The preliminary section of a research report constitutes the title page, acknowledgement, table of contents, list of tables and list of figures. These provide some general information regarding the study.
- ☐ The main body of a research report contains the actual work of the research. It composes the introduction part (background, statement, purpose, significance, delimitation, limitation and definition of terms), review of related literature, design of the study (variables, subjects of the study, tools, data collection procedures, method of data analysis), presentation and analysis of data and summary, conclusions, and recommendations.
- ☐ The reference section of a research report is useful to show the reader the source materials utilized to complete the study (bibliography) and other materials which are not included in the main body but which may have importance for more information about the study (appendices).

CHECKLIST

It is time to check your understanding about preparation of a research report. Read each of the following questions and answer them by checking in one of the boxes under alternatives 'Yes' or 'No'.

TABLE 9.2: Unit 9 Checklist

No	Item	Yes	No
1	Can you list components and sub components of a research report?		
2	Can you identify the purposes of components of a research report?		
3	Can you identify important considerations in writing the components of a research report?		
4	Can you evaluate research reports using proper criteria?		
5	Can you identify the entries to be included when writing different source materials?		
6	Can you write down references for a research report properly?		
7	Can you evaluate written bibliographies?		

Is there any box that you marked 'No' under it? If there is please go back to your text and read about it before you proceed.

V. REFERENCES

Note: you can refer any research text books which relate with the contents we are going to deal it, or the following:

1. McMillan and Schumacher, 1997
2. Wiersma, 1996

3. Fraenkel & Wallen, 2000
4. Frankfurt-Nachmias & Nachmais, 1996
5. Hinkle, Wiersma, and Jurs, 1994
6. Howell, 1987
7. Whitley, 1997
8. Marshal, and Rossman, 1995