

Format for Final Research Report

Component of a Research Report

A research report should include the following sections:

- Preliminary Section
 1. Abstract
 2. Acknowledgments (if any)
 3. Table of Contents
 4. List of Tables (if any)
 5. List of Figures (if any)
 6. List of Abbreviations (if any)
- Main Body Section
 - Chapter 1 Introduction
 1. Statement of the Problem
 2. Significance of the Problem (and historical background)
 3. Research Objectives
 4. Research Questions
 5. Statement of Hypothesis
 6. Definition of Terms
 7. Ethical Considerations (if any)
 - Chapter 2 Literature Review
 - Chapter 3 Research Methodology
 1. Description of Research Design
 2. Sources of Data (Population and Sample)
 3. Sampling Procedures
 4. Methods and Instruments of Data Collection
 5. Statistical Treatment
 - Chapter 4 Results and Discussion
 1. Demographic Profile of Respondents
 2. Research Findings (and results of hypotheses testing)
 3. Discussion
 - Chapter 5 Conclusions and Recommendations
 1. Conclusions
 2. Limitations
 3. Problems
 4. Recommendations

• **Reference Section**

1. Bibliography or Literature Cited (required to use the MLA citation style)
2. Appendix

Research Report Format

1. All research reports must be written in English or Thai (only for research on Thai language and Thai law).
2. All headings should be left justified.
3. All the in-text citations and bibliographies are in MLA style.
4. Line spacing should be 1.5 line and fonts should be Time New Roman 12 cpi.
5. Margins should be 1.5 inches (3.81 cm.) on the left and 1 inch (2.54 cm.) on all other sides.
6. Typing should be on one side of the A4 page.
7. The format of the cover page is shown on the next page.
8. The reports must be submitted on the form of soft binding perfect bound 2 copies and 1 soft copy (CD-ROM preferably in MS Word).



Title of Research

By

Full Name of Researcher(s)

**Department/Laboratory
Faculty
Assumption University**

Month, Year