

SUGGESTIONS ON HOW TO STRUCTURE YOUR REPORTS

- 1) Introduction: give the reader a SHORT PRECISE presentation of the content of your report, including the motivation for your study: what are you inquiring (object/subject of investigation) – how and in what way is it important for a broader audience?
- 2) Literature review (related research, if any, positioning vis-à-vis the research literature). This chapter may be combined with the first.
- 3) Method chapter: a discussion of what you have chosen to do *and* how (in what way) this choice is relevant.
- 4) An empirical chapter describing the fieldwork you have conducted + reporting the outcome in a form and structure that has emerged from the group's analytical work.
- 5) Interpretation/discussion: what do your outcome tell?
- 6) Conclusion – sum up + cementation of the outcome of you fieldwork.
- 7) Bibliography - alphabetically listings of all the texts referred* to or cited**
- 8) Appendix: log of group work, work distribution
- 9) Other appendices, e.g. interview guide, photos (or a visual description like a drawing of the field site and/or the relations of material immaterial members), log of activities in the field (date/time; activities (observation, interview, attending meetings, phone, email, online visits)

* When you **refer** to a text you use your own words to describe something (a concept, a statement, an utterance, a theory etc.), which has been uttered by somebody else. If and when you refer, you have to make it clear to the reader by putting in a reference to the text in which the concept, a statement, an utterance, a theory etc. appears e.g.:

In this hand-out Finken wishes the students of INF5220 Fall 2007 all the best in the process of getting the grasp on the conduct of fieldwork and in writing up their material (Finken, 2007:1).

** When you **cite** a text you use the exact same words (as appearing in a given texts) to describe something. It is important to cite correctly and it is important to highlight that you are using somebody else's words to describe something. You can highlight citations by using quotation marks + reference to the author(s), e.g.:

“all the best in the process of getting the grasp” (Finken, 2007:1)