

SUGGESTIONS ON HOW TO STRUCTURE YOUR REPORTS

INF5220, Fall 2012

Front page (names + title of report + affiliation + course + year)

Table of content (list the chapters + page numbers)

1) Introduction: give the reader a short precise presentation of the content of your report: what is this piece of work about? Describe the motivation for your study: what are you inquiring and why it is interesting to a larger audience? Shortly describe what you intend to accomplish with the study.

2) Positioning your work: Present your purpose statement – why you want to do the study (it's important or interesting in xx ways, which means that the area e.g. is under researched; that you seek understandings from a new perspective in order to xx, etc.). You might want to position your work within a review of existing literature (a literature review in brief) – what are the related research and/or relevant findings in this area + in what way do your research differ? Or you might want to coin your study in relation to the work you have done during the four initial exercises (what have you learned and what challenges do you see?). Such description forms your problem area from which you derive and present your research question(s).

3) Case or empirical chapter. Where will you go to answer your research questions, whom/what is included and/or followed in your study? Here you describe the field setting in terms of where, what, whom, when, how long, and why. It is important that you think about the composition of your case in relation to your research questions.

4) Methodology and method chapter. Here you describe how you are generating empirical material (what kind of data) to answer your research questions. What paradigm are you working within? Describe the methodology and the methods chosen + in what way they are fruitful for you. Justify your choices and show their relevance (why did you e.g. choose xx methodology and not case studies?). Include a section devoted to describing how you will analyze your data. Also, include a section on ethical considerations.

5) Discussion: what (will or do) your outcome tells? What is your contribution? How and/or for who is it interesting?

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)).

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References:

* When you **refer** to a text you describe something in your own words, which has been said or written about by somebody else. If and when you **refer** to somebody else's work you have to make it clear in your text. This by inserting a reference to the source (author, year:page number) e.g.:

In this hand-out Finken wishes the students of INF5220 Fall 2012 all the best in the process of getting the grasp on the conduct of fieldwork and in writing up their material (Finken, 2012:1).

** When you **cite** a text you use the exact same words as somebody else. It is important to cite correctly + it is important to highlight that you are using somebody else's work. You highlight citations by using quotation marks + reference (author, year:page number) e.g.: "all the best in the process of getting the grasp" (Finken, 2012:1)

Remember, also, to include references to source(s) of tables, figures, photos, etc, used in your work.