

SUGGESTIONS ON HOW TO STRUCTURE YOUR REPORTS

- 1) Introduction: give the reader a SHORT PRECISE presentation of the content of your report (what is this piece of work about), 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? Present your research question(s).
- 2) Literature review (related research/relevant findings in this area). This chapter may be combined with the first.
- 3) Positioning your work. Present your purpose statement –why you want to do the study and what do you intend to accomplish?
- 4) Methodology and method chapter: what will you do? What kind of material? How? Where (which setting)? When/how long? A discussion of you choice(s) on methodology/method *and* how (in what way) this choice is relevant.
- 5) An empirical chapter shortly describing the fieldsetting/fieldwork + as far as possible reporting the outcome in a form and structure that has emerged from the group's analytical work (what have you done, analytical concepts used) or what would you do.
- 6) Analysis/discussion: what do your outcome tell? – Or, as far as possible, how will you work with (analyze) your material?
- 7) Conclusion – sum up + cementation of the outcome of you fieldwork.
- 8) Bibliography - alphabetically listings of all the texts referred* to or cited**
- 9) Appendix: log of group work, work distribution
- 10) 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 2008 all the best in the process of getting the grasp on the conduct of fieldwork and in writing up their material (Finken, 2008:1).

** 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, 2008:1)