

SUGGESTIONS ON HOW TO STRUCTURE YOUR REPORTS

INF5220, Fall 2009

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 this piece of work is 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) Positioning your work. Present your purpose statement –why you want to do the study (it's interesting in xx ways, which means that the area e.g. is under researched; you approach it differently; see it though a new optic, et.), and what you intend to accomplish with it? You might want to position your work within a review of existing a literature – what are the related research/relevant findings in this area + in what way your research differ?
- 4) Methodology and method chapter: what have you done? Or, 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) these choices are relevant for your study. You should argue for how e.g. ethnography is suitable for your study (why did you e.g. choose this methodology and not case studies?).
- 5) An empirical chapter shortly describing the field setting/fieldwork + what have you done, analytical concepts used, or, what would you will do. And, as far as possible, present the analytical outcome of your field study.
- 6) Discussion: what do your outcome tell? Discuss the result from your study.
- 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 (author, year:page number) 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, 2009:1).

** When you **cite** a text you use the exact same words as the author of the text cited. It is important to cite correctly and it is important to highlight that you are using somebody else's words in your work. You can highlight citations by using quotation marks + reference (author, year:page number) to the author(s), e.g.: "all the best in the process of getting the grasp" (Finken, 2009:1)

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