**UNIVERSITY OF ECONOMICS AND FINANCE**



**FACULTY OF LINGUISTICS AND INTERNATIONAL CULTURES**

**GUIDELINES FOR RESEARCH REPORTS**

**1. Aims**

The research report aims to help students develop research skills through exploring a particular area in applied linguistics.

**2. General requirements**

**2.1 Layout**

* Cover page (hard paper)
* Cover page (soft paper)
* Abstract
* Acknowledgements
* Supervisor’s comments
* Table of contents
* List of abbreviations (if there are any abbreviations used in your report)
* List of figures/images (if there are any figures/images in your report)
* Main contents
* References
* Appendices

**2.2 Format**

* Font: Times New Roman
* Size: 13 points
* Print: one-sided
* Spacing: 1.5 lines
* Left margin: 3.5 cm; other margins: 2.5 cm
* Alignment: justified
* Spacing: before 12pt, after 12 pt
* Length of the report: 20 - 25 pages (including references)

**2.3 Referencing styles**

APA citing and referencing style (can be downloaded from the link below)

<http://guides.lib.monash.edu/ld.php?content_id=12586146>.

**2.4 Main contents**

|  |  |
| --- | --- |
| **Chapter 1: Introduction** | Brief introductory paragraph  1.1 The problem statement  1.2 Rationale for the present study  1.3 Aims of the study  (including research questions)  1.4 Significance of the study |
| **Chapter 2: Literature review** | Brief introductory paragraph  Review of the literature relevant to your study and key concepts underpinning your data analysis |
| **Chapter 3: Methodology** | Brief introductory paragraph (including the research design)  3.1 Data gathering instruments  3.2 Settings for the present study  3.3 Participants’ information  3.4 Data collection procedures  (including ethical dimensions within the process)  3.5 Data analysis  *Notes: 3.2 & 3.3 are optional depending on your research topic and data gathering instruments.* |
| **Chapter 4: Findings** | Brief introductory paragraph  Presenting your research results based on the themes emerging from your data. |
| **Chapter 5: Discussion** | Brief introductory paragraph  Discussing your findings in the light of the theoretical concepts presented in the literature review. |
| **Chapter 6: Conclusion** | Brief introductory paragraph  6.1 Summary of key findings  6.2 Implications (for English language teaching)  6.3 Limitations and directions for future research  6.4 Final words (optional) |

**3. Supervisor’s responsibilities**

- Helping students identify the research topic and guiding them through the research process (e.g. theory, methodology, data analysis and feedback on their progress)

- Providing students with theoretical, methodological and language support.

- Monitoring students’ progress and encouraging students to work towards deadlines.