

# **Some key features of academic reports**

**Please note!** This handout describes and models general features of academic reports. It is very likely that in your specific discipline only some of these features will apply – and there may be other requirements not included here. Departmental requirements for reports especially vary widely, so **please do check your course or unit handbook**, or ask a subject tutor or lecturer.

Reports, along with essays, are one of the most common types of written assignment on university courses. (For more on the differences between reports and essays please see the handout *Reports and essays: key differences*.)

There is no absolutely right way to structure a report – the structure depends on the purpose. In general, however, academic reports feature some of the following sections:

## **1 Title page**

## **2 Author declaration**

This is a simple form, usually available from your department or faculty office, which you have to sign and include with any report (or indeed essay) written for your course. It confirms formally that the assignment submitted is entirely your own work.

## **3 Abstract (sometimes called Executive Summary)**

An abstract is a **short (often around 150 words in length) summary of the whole report**. It should therefore be written last. Unlike a conclusion, the abstract needs to include a brief overview of **all** the stages of the report, not just the results. (One purpose of an abstract is to give just enough information to enable a prospective reader to judge whether they need to read the full report.)

**Hint:** If you are new to writing abstracts, one approach is to write, in order, one or two sentences to represent each of the sections of your report. Have a look at abstracts or executive summaries in reports in the Library or on the Internet to get an idea of the style in which they are generally written.

## **4 Acknowledgements**

This is a separate page acknowledging the support of those people who have contributed to the assignment. **An acknowledgements page is normally necessary only in major reports.**

# Format An Academic Report

**Dr. Arti Patel**



## **Format An Academic Report:**

*The Elements of Academic Research* Richard H. McCuen, 1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool

**Essentials of Utilization-Focused Evaluation** Michael Quinn Patton, 2012 Provides both an overall framework and concrete advice for how to conduct useful evaluations that actually get used preface *The President's Report to the Board of Regents for the Academic Year ... Financial Statement for the Fiscal Year* University of Michigan, 1967

Academic Audit Badrilal Gupta, 2011 *Final Report, Academic Task Force on Hurricane Catastrophe [sic] Insurance* Academic Task Force on Hurricane Catastrophe Insurance (Fla.), 1995 *Optimizing the Nation's Investment in Academic Research* National Academies of Sciences, Engineering, and Medicine, Policy and Global Affairs, Board on Higher Education and Workforce, Committee on Science, Technology, and Law, Committee on Federal Research Regulations and Reporting Requirements: A New Framework for Research Universities in the 21st Century, 2016-06-29 Research universities are critical contributors to our national research enterprise They are the principal source of a world class labor force and fundamental discoveries that enhance our lives and the lives of others around the world These institutions help to create an educated citizenry capable of making informed and crucial choices as participants in a democratic society However many are concerned that the unintended cumulative effect of federal regulations undercuts the productivity of the research enterprise and diminishes the return on the federal investment in research *Optimizing the Nation's Investment in Academic Research* reviews the regulatory framework as it currently exists considers specific regulations that have placed undue and often unanticipated burdens on the research enterprise and reassesses the process by which these regulations are created reviewed and retired This review is critical to strengthen the partnership between the federal government and research institutions to maximize the creation of new knowledge and products to provide for the effective training and education of the next generation of scholars and workers and to optimize the return on the federal investment in research for the benefit of the American people

**Academic Foundation'S Bulletin On Banking & Finance : Volume -2**, 2000 Edexcel Psychology for A Level Book 1 Christine Brain, 2015-09-11 Exam Board Edexcel Level AS A level Subject Psychology First Teaching September 2015 First Exam June 2016 Endorsed for Edexcel Develop your students knowledge of the foundations of modern psychological understanding with this detailed textbook for Edexcel AS and A level Psychology with targeted activities and clear explanations to build practical mathematical and problem solving skills Written by experienced author and examiner Christine Brain this AS and year one A level textbook is fully mapped to the new Edexcel specification Helps

students build their confidence in practical mathematical and problem solving skills through well presented explanations and activities Develops understanding and helps each student reach their potential with the essential information covered in a clear logical format supported by illustrations questions and extension tasks Supports you and your students through the new specification with accessible coverage of all the key areas of Psychology for AS and year one of A level Encourages your students to develop their interest in Psychology and its applications with extension tasks and relevant content

The Craft of Academic Writing Dr. Arti Patel, 2025-04-23 The Craft of Academic Writing is a comprehensive guide aimed at equipping students and professionals with the essential skills required for effective written communication in academic and workplace settings With nine carefully structured chapters the book covers a wide spectrum of topics including grammar sentence construction clarity in expression and the mechanics of professional writing It begins with an introduction to the nature and purpose of academic writing establishing a foundation upon which more advanced topics are explored Subsequent chapters delve into grammar punctuation and sentence structure providing learners with the tools needed for clarity and correctness Practical chapters on reading comprehension referencing and editing ensure the development of well rounded academic proficiency Special attention is given to workplace communication making the book relevant beyond academic boundaries From writing effective emails and reports to crafting impactful CVs and notices the content is aligned with real world expectations The book is suitable for students across disciplines non native English speakers and anyone aiming to strengthen their academic writing Its user friendly format examples and clear explanations make it ideal for both classroom instruction and independent study Ultimately this book aims to foster confidence and competence in writing helping learners articulate their ideas clearly accurately and professionally

*Academic Skills for International Students* Rosalind McCulloch, Andrea Reid, 2013-05-29 Academic Skills for International Students emphasises students potential for flexibility and change and shows them how through understanding a new educational setting and adapting their existing learning skills to this they can acquire the learning habits of successful students The book takes a unique approach by focusing in the first instance on what learning and understanding means in the Western educational paradigm and how international students can develop adaptive behaviour to enable them to operate in that paradigm The elements of language development and improvement are then fitted in to that overall pedagogic approach

*Collection Evaluation in Academic Libraries* Karen C. Kohn, 2015-06-24 Librarians have long used data to describe their collections Traditional measures have simply been inputs and outputs volumes acquired processed owned or circulated With the growth since the 1990s of cultures of assessment librarians have sought statistics that are evaluative rather than simply descriptive More recently exponentially increasing journal prices and an economic recession have intensified the need to make careful purchasing decisions and to justify these to administrators A methodical evaluation of a library collection can help librarians understand and meet user needs and can help communicate to administrators that the library is a good use of the institution s money Collection Evaluation in

Academic Libraries A Practical Guide for Librarians equips collections managers to select and implement a method or several methods of evaluating their library collections It includes sections on four tools for evaluation Comparison to peer institutions Core lists Usage statistics from circulation and ILL Citation analysis Chapters on each of these approaches present the advantages and disadvantages of each method instructions on data collection and analysis with screenshots and suggested action steps after completing the analysis With a unique combination of step by step instructions and discussions of the purpose and role of data this book provides an unusually thorough guide to collection evaluation It will be indispensable for collection development librarians and anyone looking to strengthen the culture of assessment within the library

*Academic Foundation`S Bulletin On Money, Banking And Finance Volume -75 Analysis, Reports, Policy Documents* Editor : Sona Kapila,2006 College Science Improvement Programs; COSIP A & B Report National Science Foundation (U.S.).

Office of Experimental Programs,1974 Academic Non-Fiction R. Sooryamoorthy,2025-03-24 This book offers comprehensive directions to crafting academic nonfiction that is both rigorous and captivating filling a critical gap in the genre While academic nonfiction plays a vital role in fostering knowledge based societies and driving economic growth there has long been a need for a resource that helps authors create works that are as engaging as they are informative Designed for both aspiring and established writers this book provides practical advice and innovative techniques to elevate nonfiction writing It covers everything from selecting marketable topics and developing effective writing habits to managing time and navigating the complexities of the publication process Unlike most writing guides it emphasises how to infuse nonfiction with the allure and engagement necessary to reach a broad audience without compromising accuracy or depth With short digestible chapters insider tips on proposal writing and insights into the peer review process this book serves as a step by step roadmap to transforming academic writing into compelling works Essential for writers aiming to produce nonfiction that not only informs but also resonates with readers this resource is an indispensable tool for creating impactful scholarly work

**Strategies for Academic Writing** Irvin Yuiichi Hashimoto,Barry M. Kroll,John C. Schafer,1982 *Academic Foundation`S Bulletin On Money, Banking And Finance Volume -53 Analysis, Reports, Policy Documents* Editor : Sona Kapila,2004 **A Student's Guide to Studying Psychology** Thomas M. Heffernan,2000 Updated and extended this new edition of the very popular and practical guide to studying psychology remains an invaluable tool for students at both undergraduate and pre degree level

**Steps to Academic Writing** Marian Barry,2011-07-14 Textbooks for foreign speakers **The Child Clinician's Report-writing Handbook** Ellen Braaten,2007-02-08 What an incredible resource Braaten has written what is clearly the most comprehensive child assessment handbook available This indispensable book carefully walks the clinician through the entire assessment process and covers all conceivable areas of inquiry This is an essential guide for the beginning practitioner and one that is sure to become a mainstay on every child clinicians bookshelf

Lee A Ros n PhD Colorado State University *Academic Foundation`S Bulletin On Money, Banking And Finance Volume -77*

*Analysis, Reports, Policy Documents* Editor : Sona Kapila, 2006

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