**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 paragraph1.1 The problem statement1.2 Rationale for the present study1.3 Aims of the study(including research questions)1.4 Significance of the study |
| **Chapter 2: Literature review** | Brief introductory paragraphReview 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 instruments3.2 Settings for the present study3.3 Participants’ information3.4 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 paragraphPresenting your research results based on the themes emerging from your data. |
| **Chapter 5: Discussion** | Brief introductory paragraphDiscussing your findings in the light of the theoretical concepts presented in the literature review.  |
| **Chapter 6: Conclusion** | Brief introductory paragraph6.1 Summary of key findings6.2 Implications (for English language teaching)6.3 Limitations and directions for future research6.4 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.