



# Structuring Your Report: Literature & Methodology Sections

Welcome to Week 6 of our academic writing course. Today we'll explore how to effectively structure and write the literature review and methodology sections of your research report, focusing on academic conventions, proper citation, and clear presentation of your research approach.

# Report Structure Overview

## The Academic Report Framework

A well-structured academic report follows a logical progression that guides readers through your research journey. Understanding this framework helps you organize your thoughts and present your work professionally.

### Introduction

Present your research question, objectives, and significance of your study.

### Literature Review

Analyze existing research and establish theoretical framework.

### Methodology

Describe and justify your research approach and methods.

### Results & Discussion

Present findings and interpret them in context of existing literature.

### Conclusion

Summarize key findings and discuss implications.

# Writing Academic Content

## 1 Clarity

Use precise language and well-structured paragraphs. Avoid jargon unless necessary, and when used, define terms clearly. Each paragraph should focus on a single idea with clear topic sentences.

## 2 Tone

Maintain a formal, objective tone throughout. Avoid first-person pronouns where possible and use passive voice appropriately. Present balanced arguments with evidence rather than opinions.

## 3 Citation

Acknowledge all sources to avoid plagiarism. Use consistent citation format (Harvard) throughout. Distinguish between direct quotes, paraphrasing, and summarizing.



# The Literature Review

## Purpose and Structure

Your literature review should demonstrate your understanding of the field and position your research within existing knowledge. It's not just a summary of sources but a critical analysis that identifies patterns, gaps, and connections.

Organize your review thematically rather than chronologically or by author. Each paragraph should advance your argument about the state of knowledge in your field.



### Identify Themes

Group similar studies and identify key debates in the field.



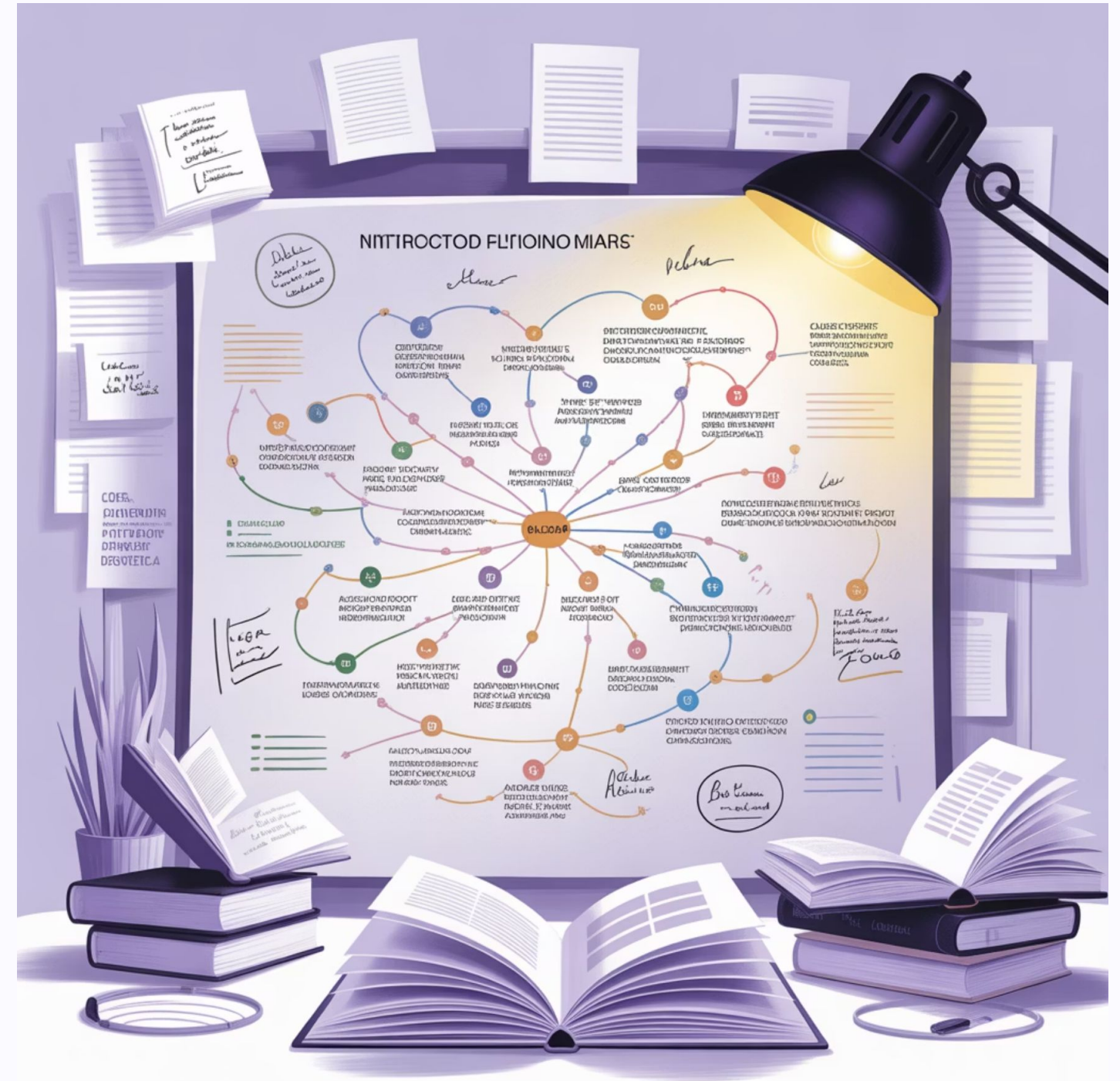
### Evaluate Sources

Assess methodology, validity, and relevance to your research.



### Synthesize Findings

Connect studies to show relationships and identify research gaps.



# Integrating References (Harvard Format)

## In-Text Citations

- Author-date format: (Smith, 2020) or Smith (2020)
- Multiple authors: (Smith & Jones, 2020) or (Smith et al., 2020)
- Direct quote: "Quote text" (Smith, 2020, p. 45)
- Secondary source: Jones (cited in Smith, 2020)

## Reference List

### Format

**Book:** Author, A. (Year) *Title*. Place: Publisher.

**Journal:** Author, A. (Year) 'Article title', *Journal Name*, Volume(Issue), pp. xx-xx.

**Website:** Author (Year) *Title*. Available at: URL (Accessed: date).

# Methodology Section Components



## Research Design

Qualitative, quantitative, or mixed methods approach. Experimental, survey, case study, ethnography, etc.



## Participants/Sample

Selection criteria, recruitment process, sample size, demographic information.



## Materials/Instruments

Surveys, interview protocols, equipment, software used for data collection.



## Data Analysis

Statistical tests, coding procedures, software used, analytical framework.



## Ethical Considerations

Consent procedures, confidentiality measures, ethical approval details.

# Writing the Methodology Section

## 1 Use Past Tense

Describe what you did, not what you will do or are doing: "Participants were interviewed" rather than "Participants will be interviewed."

## 2 Justify Your Choices

Explain why you selected particular methods, sampling strategies, or analytical approaches. Link these choices to your research questions and theoretical framework.

## 3 Provide Sufficient Detail

Include enough information for another researcher to replicate your study. Describe procedures, instruments, and analysis techniques thoroughly.

## 4 Address Limitations

Acknowledge constraints or weaknesses in your methodology and explain how you mitigated their impact on your findings.

