

**MINISTRY OF COMMUNITY DEVELOPMENT, GENDER,  
WOMEN AND SPECIAL GROUPS**



**MONDULI COMMUNITY DEVELOPMENT TRAINING INSTITUTE**

**GUIDELINES FOR RESEARCH REPORT WRITING**

**June 2025**

## **SECTION ONE**

### **INTRODUCTION**

#### **Preamble**

Before embarking on a research and the writing of the report thereof, one needs to read widely or carry out extensive information search. This can be done through interviews, observation, library documentary review, internet surfing, reading newspapers, perusing brochures and company reports, etc. It should be noted that writing is a continuous process; hence it should not be done at the last stage. This is because writing is synonymous to thinking and, therefore, researchers are urged to avoid deadlines when writing reports. Similarly, in writing reports, researchers should assume that readers have little or no knowledge of the subject hence, should use simple and clear language defining new terms as they emerge.

To maintain a high standard of a student's work that is acceptable for Diploma holders, the Consultancy and Research section of Ruaha CDTI has developed guidelines to assist students in preparing their research reports

#### **Rationale of the Guideline:**

The Ordinary Diploma Course in Community Development is programme which has resulted from employer demands and conditions in the field. During the one year programme of study, diploma students are supposed to undergo field research for a period of 8 weeks after the end of 1<sup>st</sup> semester, where are expected to undertake research work. It is our expectations that before they are exposed to research study in the field must have had done research in a theoretical part. The guide provides a student with a picture on the whole process of research work.

The objective of the Research guide is to provide students and supervisors with consistent contents of research report with all necessary information to be included in the research report.

## **SECTION TWO**

### **TYPING STYLE**

#### **FONTS, MARGINS, SPACING, PARAGRAPHS, PAGINATION, ETC**

##### **2.1 Typing and spacing**

- (i) The research proposal must be printed on good quality A4 paper. This is to ensure clear copies of the work
- (ii) Except for tables whose text should be single spaced, spacing for all other text should be 1.5; and on one side of the paper only
- (iii) Except for text in the tables, all other text must always be justified

##### **2.2 Research report title and its chapters**

- (i) Write the main title of the research report in capitals of bolded 14 font size. All other text after the title, such as the author's name, should be in capitals and should be in font size of 12, bolded and centered; The title of the Research report must not exceed 20 words
- (ii) Chapters in the Research report must be capitalized, centered, and bolded using font size 12
- (iii) Each new chapter should begin on a new page

##### **2.3 Fonts**

- (i) All text must be written in Times New Roman
- (ii) All text must be typed in font size 12 except for tables whose fonts should be 10

##### **2.4 Paragraphs**

Begin each paragraph and each sub-heading by hitting the enter key once. The paragraphs should not be indented.

##### **2.5 Language**

The research report must be written in UK English.

##### **2.6 Treatment of abbreviations**

The subject should be stated in full followed by the abbreviation or acronyms placed in brackets the first time it appears. Example: Bank of Tanzania (BoT), in subsequent citations only the abbreviation BoT should be used. A list of abbreviations and acronyms used in the research report should be included in the preliminary pages of the document. It is not correct to use an ampersand (&) or a number e.g. 4th as part of word in the text. Exceptions to this rule include:

- Arabic numbers can be used with the word percent or the percent sign (%), e.g. 10 percent or 10%
- Arabic numbers are also used in the following cases: time followed by a.m., or p.m., page numbers, designation of figure number, and data quoted from a table or figure.

## **2.7 Quotations**

Quotations of fewer than four lines can be incorporated into the text and quotation marks should be used. Quotations of more than four lines are indented and aligned four spaces from the left margin. The quotations should be single spaced, and should be in italics. If you want to omit some words in the middle of a sentence being quoted, it should be indicated by three dots. Also, an omission in a quotation following a complete sentence is shown by three dots.

## **2.8 Pagination**

- (i) Paginate all preliminary pages in lower case Roman numerals, i.e. "i", "ii", "iii", etc., beginning with the title page, but not numbering the cover page
- (ii) Number the pages of the body of the thesis in Arabic numerals, i.e. "1", "2", "3", etc., consecutively, and throughout.
- (iii) The page numbers should appear at the bottom of the page, and should be centered.

## **2.9 Margins**

- (i) The left-hand margin must be 4.0 cm from the left edge of the paper.
- (ii) The right-hand margin must be 2.5 cm from the right edge.
- (iii) The top margin must be 4.0 cm from the top of the page.
- (iv) The bottom margin must be 2.5 cm from the bottom edge of the paper.

## **2.10 Capitalization and bolding of words**

Students should as much as possible avoid unnecessary bolding and capitalization of words or sentences. But once they feel there is need to do that, the bolding and capitalization must be used consistently.

## **2.11 Tables and their numbering**

- (i) Tabular material of five or more horizontal lines is usually presented in the research report as a table. The text in these tables should be single spaced.

- (ii) Students may put more than one table on the same page provided they are separated by four lines.
- (iii) A table cannot be continued (broken) to the next page unless the titles reappear in each table. The heading and the table itself are inseparable.
- (iv) Tables should be referred to by their numbers and not by a phrase such as “the previous or the following table”.
- (v) Long tables should be placed in the appendix section.
- (vi) Table numbering must be consecutive within chapters. For example, the first table under Chapter Four could be numbered as Table 4.1 and the second one as Table 4.2.
- (vii) The number and the title of the table must appear on top of each table while the source of the material in that table, should appear at the bottom of that table.
- (viii) Capitalize only the first letter of the first word of the table heading except for proper names of things or abbreviations/acronyms in that table.

## **2.12 Figures, diagrams, graphs, charts, illustrations, and photographs**

- (i) Any diagram, graph, or chart (including a photograph) is usually presented as a figure.
- (ii) All figures should be written in full to describe what they are saying. For consistency purposes, they should be numbered and labeled in the same way as tables, with their sources and all other elaborations placed at the bottom of the respective figures. Unless the figures are big enough to deserve separate pages by themselves, they must be included in the text, and bolded using font size 12;

## SECTION THREE

### RESEARCH REPORT OUTLINE

#### 3.1 Sequencing the major parts of a research Report

Students must sequence the **preliminary pages** in the following order:

The format of the research report can be divided into three parts

- i. Part I – Preliminary pages
- ii. Part II – Main body
- iii. Part III – Back pages

#### **Part I – Preliminary pages**

Students must sequence the **preliminary pages** in the following order:

- a) COVER PAGE which contains
  - i. Title of the study e.g. “The contribution of school feeding program in facilitating conducive learning environments.” title of the study should not be too long or too short and must be in capitals of 14 font size, bolded.
  - ii. Authors /name of researcher/student
  - iii. The candidate’s name must be in the center of the title page in bolded 12 font size
  - iv. Diploma requirement and Award institution. Example “**A research report submitted in partial fulfillment of the requirements for the ordinary diploma of the Ruaha Community Development Training Institute**”
  - v. Year and month completion of the research proposal must be stated at the bottom
- b) TITLE PAGE
- c) CERTIFICATION
- d) DECLARATION
- e) COPYRIGHT
- f) ACKNOWLEDGEMENT
- g) DEDICATION

- h) ABSTRACT
- i) People read reports with different objectives. However, more than 50% of readers of reports just read the abstract. In fact, the higher one is in the management hierarchy the more difficult it becomes to read a complete report. Thus, the abstract should be written in such a way that it is a short, but reflecting the contents of the entire report
- j) TABLE OF CONTENTS appears immediately after the title page, the table of contents presents the specific pages reflecting main headings and sub- headings.
- k) LIST OF TABLES
- l) LIST OF FIGURES
- m) LIST OF ABBREVIATIONS

## **Part II - Main body**

### **3.2: Sequences of Chapters**

The following are some of the contents that the main body of the research report may contain.

Chapter I: Introduction

Chapter II: Literature Review

Chapter III: Research Methodology

Chapter IV: Data presentation and interpretation of findings

Chapter V: Conclusion and Recommendations

## **Part III – Back pages**

REFERENCES

APPENDICES

## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.1 Back ground information**

The introductory part of a research report gives the readers a clear idea about the central issue of concern and why was the issue worth studying. That being the case, it should give a full statement of the research questions and objectives. In case the study is on a particular organization, the introduction would also contain details of the organization such as its historical background, size, products and services offered, customers, performance, stakeholders, its mission, vision and objective, etc.

#### **1.2 Statement of the Research Problem**

This is a core section of the report as it spells out what a student was investigated. What is the research contributing to our understanding of the nature, causes and effects of the problem under study? The research problem can be stated in one or two sentences.

#### **1.3 Objectives of the study**

A student stated clearly the objectives of the research studied. What s/he plans to accomplish. In most cases we expect a student to have one main objective and not more than three specific objectives. Example of objectives can be

##### **1.3.1 Main objective**

The main objective of the proposed study is **“to assess strategic plans towards students’ enrolment at higher learning institutions”**

##### **1.3.2 Specific objectives: -**

The specific objectives of this study are to: -

- To Determine the factors influencing enrolment trends.
- To Examine the existing situation in relation to enrolled students
- To Identify strategies in place matching with student’s enrolment



## **1.4 Research questions**

Research questions are the main questions which a researcher uses in order to obtain the answer of the main problem. Once a researcher decides to use research question, no need for him/her to use hypothesis. Research questions are found to have variables which provide information as related to specific research question. During construction of questionnaire, a researcher is expected to base on the identified variables that will lead him/her to construct questions.

### **Examples of research questions**

- What are the factors influencing enrolment trends?
- What is the existing situation in relation to enrolled students?
- What are the strategies in place matching with student's enrolment?

## **1.5 Scope of the study**

The student is stated clearly boundaries or coverage for the problem in which proposed study was conducted. The scope of the study indicating the boundaries or limits of the study in terms of contents, samples and geographical spread. Limiting the study is necessary due to limited resources such as research assistants, money and time. Scope of the study is also credited as it will help student / researcher to concentrate on important matter and avoid diversions.

## **1.6 Significance of the study**

- Knowledge contribution
- Policy contribution(implication)
- Managerial contribution (implication)
- Personal benefits

## **CHAPTER TWO: LITERATURE REVIEW**

The aim of a literature review is to show your reader (your tutor) that you have read, and have a good grasp of, the main published work concerning a particular topic or question in your field. This work may be in any format, including online sources. It may be a separate assignment, or one of the introductory sections of a report, dissertation or thesis. In the latter cases in particular, the review will be guided by your research objective or by the issue or thesis you are arguing and will provide the framework for your further work

It is vitally important that a student convince the Institute Research Committee that s/he has a good grasp of the most recent literature on the topic. Historical background is important but only if the proposed study has strong historical dimensions, then the student is expected to cite adequate number of historical sources.

If the student ignores the major academic, government or other sources of information to which s/he could normally be expected to have access, the proposal could be rejected. It is the student's responsibility to consult with co-presenters and other colleagues to make sure s/he has not missed any basic text.

A subject specialist will know immediately whether the student has read the relevant and up to date literature. The literature review deepens our understanding of the problem area, and allows the student to learn and build on what others have already done, and identify gaps to be filled.

All textual references must be included in full in the list of references at the end of the text.

In the literature review and throughout the report, the student should make sure that the figures quoted are cross-checked and meaningful. All concepts and indices except the most obvious should be clearly defined. Numerical errors or inconsistencies will create poor impression. Numbers should usually be rounded to the nearest whole numbers.

The literature review is an important component of any research undertaking. As explained earlier, a preliminary literature review will assist the researcher to clarify the research problem. A critical review of the literature will even go further in assisting the researcher to achieve several other objectives.

### **Contents of literature review chapter**

- 1) Provide academic **definition of key terms** for the study –consult different authors

- 2) Provide the **theoretical framework /perspective** of the study. All studies need to be pegged on theories/models. Theoretical **framework** is defined as the set of existing theories, concepts and relevant definition that are used in a specific field of study
- 3) Give **empirical findings** that support your discussion. This is evidence on what others have done in the areas related to your study
- 4) Provide **conceptual frame of the study**. This is the summary of the literature you have reviewed. it is your own understanding/reflection of the literature. It is often put in the pictorial form/model showing relationship of variables for the study. It should be followed by a short description explaining to your readers about how the variables relate in the modal
- 5) Everything written in this chapter needs **support from literature**. please do not write literature review section like a story

## **CHAPTER THREE:**

### **RESEARCH METHODOLOGY**

The methodology part of a research report is a detailed section giving sufficient information to make an estimate of the reliability and validity of the methods and materials used in the study. It is a must to justify use of any method or procedure used in the study within the methodology part of the report.

**3.1 Study area** (Geographical location, Population distribution, Climatic condition, Longitude and latitude, Social and economic activities – Choose what is relevant to the study)

#### **3.2 Research design**

It is very important for a student to state the research design that is expected to be involved in the research process. This can be experimental, Non-experimental design of a research, cross sectional research design or longitudinal research design

##### **3.2.1 Sampling procedures**

A student must state the type(s) of sampling procedure to be used when selecting sample during data collection process, and must related to research study.

##### **3.2.2 Sampling frame**

Here a student is expected to give a clear picture of all who will be involved in the research especially during data collection. For research at institution on student performance sampling frames can be students, library attendants, student's registrar/academic officer, warden/matron and managerial personnel from the respective institution.

##### **3.2.3 Sample Size**

The size of the sample (number of all respondents) must be known and stated by researcher. Basing on the sampling frame, distribution of respondents per part must be known. For instance, consider the sample size of 88 respondents' distribution can be as follows

<b>No.</b>	<b>Respondents</b>	<b>Total</b>
1	Students from 22 classes @ 3 students	66
2	Registrar/academic officer	2
3	Library servants	4
4	Coordinators of studies	2
5	Lecturers/Tutors	6

6	Warden/Matron	2
7	Canteen servants	2
8	Management staff	2
<b>Total</b>		<b>88</b>

### **3.2.4 Types of data**

A researcher is expected to state types of data.

#### **3.2.4.1 Qualitative data**

#### **3.2.4.2 Quantitative data**

### **3.2.5 Sources of data**

A researcher is expected to state various sources of stated data. Also s/he must state the main sources of each type of data the researcher intends to collect.

#### **3.2.5.1 Primary data**

#### **3.2.5.2 Secondary Data**

### **3.3 Data collection methods**

A researcher is expected to state the methods of collecting information related to research study

### **3.4 Data Processing, analysis and presentation**

Normally a researcher is expected to state how collected data will be processed. (E. g. The collected data will be manually and computer processed where MS-Excel computer program shall be used. Processing will include entering, editing and verifying data. After data processing, it is important to state how data will be analyzed, and what variables are expected to be analyzed. Analyzed data must be presented by means of which seems to be convenient for the researcher, this can be by using tables, charts and graphs and the discussion will base on what is revealed in the presented data

## **CHAPTER FOUR**

### **DATA ANALYSIS, PRESENTATION, INTERPRETATION AND DISCUSSION OF THE FINDINGS**

In this section of a report, the researcher reports on what were the findings. He/she has to report exactly the facts that the research discovered. These facts may be portrayed using tables, graphs and charts supplemented by rich discussions as appropriate. In doing so, researchers are urged to be logical in addressing each research objective at a time or each basic theme of the research at a time. Often times, the title of this section may be given such that it reflects the contents of this part.

#### **4.1 Overview**

#### **4.2 Presentation and interpretation of findings**

## **CHAPTER FIVE**

### **CONCLUSION AND RECOMMENDATIONS**

Conclusions are about what judgment is formed as a result of what was found out in the study. Here, the researcher given his/her personal interpretation of the findings as a result of which, he/she gives suggestions on what can be done to address the problem under study. It is expected that, in this part, the researcher will give some conclusions for every major finding. This is where the researcher is expected to show his/her contribution hence, originality is expected. Often times, as part of this section, researchers add a description of recommendations and areas for future research.

In order to adequately perform this task, for every finding, the researcher will have to ask himself or herself a number of questions such as:

- a) So what?
- b) What does this finding mean?
- c) What are the implications of these findings for the organization?
- d) What are the implications of these findings for the current state of knowledge of the topic?

#### **5.1 Overview**

#### **5.2 Conclusion**

#### **5.3 Recommendations**

### **Part III – Back pages**

#### **REFERENCES (Note review how to write references in the research proposal guideline)**

These are details about journal articles, books, conference papers, internet sites and the like which were read by the researcher in the process of doing research. It is strongly recommended to start writing references as one begins writing the report or even before. It often happens that, many researchers forget to jot down details of documents they have read about and when they need to put together the list of references they cannot trace them

## **APPENDICES**

### **APPENDIX I: DATA COLLECTION INSTRUMENTS**

**A RESEARCH REPORT TITLE**

**NAME OF A STUDENT**

**A RESEARCH REPORT SUBMITTED IN PARTIAL FULFILMENT OF THE  
REQUIREMENTS FOR THE ORDINARY DIPLOMA IN COMMUNITY DEVELOPMENT OF  
THE RUAHA CDTI**

**2019**



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