



Catholic University of Health and Allied Sciences

Undergraduate Research Report Writing Guideline

The report of your research should be written on size A4 paper using Times New Roman with size of 12 with double line spacing. The margin should be 1" (2.5 cm) on top and bottom, 1 ½" (3.5 cm) on the left and 1" (2.5 cm) on the right. Page number should be indicated at the middle of the bottom.

Research Report Structure

The research report should have the following structure:

< Front Pages >

- i. Title page [**no page number**]
 - Name of the university
 - Name of the school
 - Title of the research including subtitle *if any*
 - Student's name and registration number
 - Supervisor's name
 - "Research **Report** Submitted in Partial Fulfillment for the Award of [Doctor of Medicine / Bachelor of XXXXXXX] Degree of the Catholic University of Health and Allied Sciences", Bugando, Mwanza
 - Date of submission (Month, Year)
- ii. Declaration [**page i: roman numeral**]
 - By the student and supervisors that the work presented is original and has not been published or submitted elsewhere for the same or other purposes.
 - Signatures
 - Acknowledgments *if any*
 - Dedication *if any*
- iii. Table of contents
- iv. List of figures (if any)
 - Figure 1: Heading of the figure page x*
- v. List of tables (if any)
- vi. Abbreviations
 - A term used **frequently** (more than three times) throughout the report should be in alphabetical order (A to Z)*
- vii. Operational definitions (Only definitions which have been used for the purpose of the study; do not include standard definitions!)
 - In alphabetical order (A to Z)*
- viii. **Abstract (maximum 300 words)**
 - Including: Background, Method, Results/Discussion, Conclusion*

< Chapter One > Introduction [**page 1: Arabic numeral**] (**Apply Past tense where required**)

- Background information (min 1 page up to 1 ½ pages) *citations needed
- Problem statement (1 paragraph) *citations needed
- Rationale of the study (1 paragraph)
- One Research question/ One research hypothesis
- Research objectives



Catholic University of Health and Allied Sciences

- One (1) Broad Objective which is broken down into:-
- Two or Three (2-3) Specific Objectives

< **Chapter Two** > **Literature review** (min 2 pages up to 2 ½ pages) *citations needed

< **Chapter Three** > **Methodology (in past tense)**. Two pages in total

- Study area
- Study design and project duration
- Study populations
- Selection criteria
- Sample size and Sampling procedure *citations needed
- Data collection procedure
- Data analysis procedure and statistical analysis
- Ethical considerations
- Limitations of the study

< **Chapter Four** > **Results**

Can be broken down to sub-sections

- General information
- Results for each specific objective

< **Chapter Five** >

5-1. Discussion (min 2 pages up to 3 pages) *citations needed

5-2. Conclusion (½ page)

5-3. Recommendations (½ page)

Should come from your results and should have both:-

- General recommendations for action including who should pay attention to the results and a dissemination strategy
- Recommendations for further studies

➤ **References** (min **15** references)

- Present all the references used in the study
- Use Vancouver reference style:
www.library.uq.edu.au/training/citation/vancouv.pdf

➤ **Appendices**

- All tools used during data collections, consent forms in English and in Swahili if needed.
- Copy of clearance and permission from relevant authorities (DMOs, In charge of facilities, City authorities, etc.)