



Report writing or How to write a report

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THANK YOU

- Never forget acknowledgements
- At reports, papers, presentations

Main questions

- 1. What is the goal of a report
- 2. What are its main sections (subdivisions)
- 3. How long should a report be

GOAL = Description and Accountability

DESCRIBE

- What was done (research project)
- What was seen/experienced (visit, mission)
- What was presented (conference)

- And gains/difficulties – to you, to group, to science, to society
- Next stages – if applicable

TO WHOM

- Style depends on “reader” (audience)
- reviewers, funders, supervisors, advisory committees, colleagues

GOALS – provided by participants

- Give information
- Explain findings
- Practice advocacy
 - Involving policy makers
 - Involve people (target “audience”)
 - Involve society
- Create written resources for science
- Explain methodology
- Discuss future directions

WHAT WAS DONE (RESULTS)?

- Publications
 - New collaborations and creation of research groups
 - Design of a new research project
 - Training of students/staff
 - Creation of material (educational, data, software, media)
 - etc
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- gains
 - and eventual difficulties, delays, reroutings

SUBDIVISIONS (self contained)

1. Identify author(s), title and other applicable info (funder, number etc)
2. “ABSTRACT”
3. THE REST (ANNEXES)
 - If in paper style – introduction/overview, methodology, results, difficulties and gains, future work
 - If publications + the rest = set of publications, or just publication abstracts, plus eventual reports
 - If presentations or visits – if needed, 1 section with details

Parenthesis – what to consider in any report

- Look and feel (style and contents)
- Audience (direct and future)

A FIRST USEFUL SECOND PAGE

- ONE PAGE MAX
- If
 - GOAL = project report OR proposal report
- Then second page is
 - Enumeration of promises (of deliverables, milestones)
 - For each deliverable/milestone
 - DESCRIBE WHAT WAS DONE
- endif

ABSTRACT

- Highlight main topic (if paper), hypotheses
- Purposes and methodology
- Tools

- Goal of abstract is helping the reader (researcher or evaluator or funder or general public) decide
 - Whether to read the whole report
 - Whether the goals were attained
 - Whether to continue funding
 - Whether the author(s) of the report used the resources according to plan

ABSTRACT

- **1 PAGE ONLY – no matter who is the audience**

- 1 paragraph with abstract of the report (this report corresponds to...)
- Enumeration of the main results (see RESULTS)
 - If publications, indicate title and authors OR DOI and say “annexes”
- Description of gains and difficulties
- Connection with other projects

Abstract page of progress or final report on research

- Title, author, project title
- 1 paragraph of abstract of the proposal
- The main results are the following
 - Publications – if 2 or 3, write title and DOI (see annexes)
 - Datasets
 - Collaborations with 2 groups, presentations
 - New results
- Difficulties (bullets or 1 paragraph) and/or change of direction
- Ongoing work and/or future directions (bullets or 1 paragraph)

LENGTH

- Depends on goal and audience
- Min 1 page (ABSTRACT)
- Max infinite pages

- Very few people will read a report that is over 10 pages

Which is why it is useful to use ANNEXES

LENGTH

- 1 page
 - 5 pages
 - 10 pages
 - 50 pages
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- IT DEPENDS on the subject, not too long, 15 or 20 pages ideal, max 30 pages (ULKU)

How to evaluate

- Depends on the goal and audience
- MAIN QUESTION – was the goal executed to satisfaction?
- E.g., for thesis – what are main results and future developments
- E.g., for going to conference – what were the main gains to person/project