

## **GUIDELINES FOR PREPARATION OF FINAL REPORTS IN RESPECT OF RESEARCH CARRIED OUT UNDER UNIVERSITY RESEARCH GRANTS**

Final reports should be forwarded through the Head of the Department and Dean of the Faculty to the Assistant Registrar, Research and Publications. Three copies should be submitted.

The final report should be comprehensive in nature and should cover the entire period of the research project.

Final report should contain the following information.

1. (a) Grant Number:  
  
(b) Names of the Chief Investigator and co-investigators:  
  
(c) Title of Project:  
  
(d) Department and Faculty:  
  
(e) Date of Award:  
  
(f) Date of Completion:  
  
(g) Total Allocation:  
  
(h) Total Spent:
2. Abstract:
3. Introduction including background, literature review and scope/objectives of the project:
4. Description of research carried out including methodology:
5. Results obtained:
6. Discussion, Conclusions drawn and recommendations, if any, for implementation:
7. References:  
(List of references should be prepared according to Harvard style)
8. An explanation of any significant departure from the original plan:
9. Grantee's signature:

10. Recommendations of the Head of Department : Recommended/Not Recommended

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11. Recommendations of the Dean of the Faculty : Recommended/Not Recommended

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## References

References in the text should be cited as the author's name followed by the year of publication in brackets. E.g. Gunawardena & Fernando (1995) or where appropriate, Gunawardena & Fernando, (1995). Use three or more authors as first author et al. (year) and references still in press as (Author, in press). Under the Section 7 of the report, references should be listed alphabetically. Titles of journals should be given in full.

**Examples are as follows:**

### From a book

Turk, J., Graham, P., & Verhulst, F. (2007). *Child and Adolescent Psychiatry: A Developmental Approach (4<sup>th</sup> Edition)* Oxford: Oxford University Press. 592p

### A chapter in an edited book

Hamza, K.A. (1988), Vision Systems. In: Jones, P.J., Smith, R. & Watson, E.P. (eds), *Artificial Intelligence Reconsidered* (2nd edition), New York: Wiley, pp. 12-34.

### Journal article

Tovey, H. (2002) Risk, Morality, and the Sociology of Animals - Reflections of the Foot and Mouth Outbreak in Ireland. *Irish Journal of Sociology*, 11 (1): 23-42.

### Journal electronic article

Marsh, C. (2006) Aristotelian Ethos and New Orality: Implications for media literacy and ethics. *Journal of Mass Media Ethics*, 21(4): 338-352. <[http://www.learnonline.com/doi/pdf/10.1207/s15327728jmme2104\\_8](http://www.learnonline.com/doi/pdf/10.1207/s15327728jmme2104_8)> [Accessed 24 September 2008]

### Website

International Tourism Partnership (2004) **International Tourism Partnership** (ITP) [Internet] London, ITPA available from: <<http://www.internationaltourismpartnership.org/>> [Accessed 8 February 2009]