

# Report structure guide

There are different ways to write a report, and its actual structure depends also from your topic. Generally, however, the reports should follow the structure of scientific articles: it is thus a good idea to browse through several articles to learn how they are written.

Overall, the report should have the following structure:

- **Report title:** Your name, study number + email.
- **Introduction:** Context + objectives.
- **Material & Methods:** How the study was done. Usually as a literature review of selected references, so describe how the references were selected. Method = a systematic approach for analyzing the written material.  
⇒ If possible, draw a simple diagram for material and methods.
- **Results:** ‘The beef’ i.e. the main findings: describing in critical & synthesizing manner what the material (i.e. literature) say about your topic.  
**Note!** This should not be just a listing of findings from different articles, but you should provide a critical synthesis of the different opinions.  
Thus, you may also note the differences related to topic, and then also provide your own conclusion if possible: “While Keskinen et al. (2014) notes that the colour of the sun is blue, Koivusalo (2009) come into different conclusion, showing in their analysis that it is yellow: this report uses the latter definition”.
- **Discussion:** Your **reflections** on topic, literature + entire process.  
**Note!** Unlike other parts of the report, here you can be more subjective and hence to provide your personal views (“I feel ...” , ”As a result, I believe that ...”).  
This chapter should have two sub-chapters:
  - 1) one providing general reflection of the topic and your results, and
  - 2) one discussing your research process, with its strengths and weaknesses.
- **Conclusions:** Synthesis of the entire report, including main findings and their significance more broadly.
- **References**