

# GUIDELINES FOR REPORTS

## Introduction to Linguistics, 2006-7

*Note 1: For a score of 80 or above, a report must follow all guidelines. (Merely following all guidelines does not guarantee such a grade, however. The report in itself must be good.)*

*Note 2: Late reports will not be accepted, unless you explain your legitimate reason in person to the professor on or before December 22.*

\*No library sources (including internet sources)

\*MLA format (see especially *page numbers* 4.6; *heading and title* 4.5; *parenthetical documentation* 6.1-6.4; *Works Cited format* 5.1, 5.2, 5.4, 5.5; *labeling of figures* 4.7; *format and punctuation of quotations* 3.71, 3.72; *ellipsis* 3.7.5)

\*One or both of the textbooks must be cited, in MLA format; (*Be careful about plagiarism; see MLA Chapter 2*)

\*Include the following in your report:

### Introduction

What is the topic or question that was investigated?

Brief summary of background information on the topic

### Design

Explain carefully and clearly how you collected data; include all materials (such as questionnaires, tests, instructions to subjects). *\*Do not give the real names of subjects.*

### Findings (or Results)

Complete and explicit findings/results. Be sure to tabulate questionnaire, test, or other data collection results, and to include this information in your report.

Any figures (tables or graphs; see MLA for format). Tell the reader when to refer to a certain figure or table (e.g., “see Fig. 3”). See the sample reports on the internet site for examples.

### Discussion (of findings/results)

Interpretation (in relation to what we have studied, and to the introduction); alternative interpretations

Problems you met in your investigation

### Conclusion

**Works Cited**—for Nash and/or Yule (*see the citation requirement above*)

**[Appendices]**—some material from Design and from Findings may be too long

to include in the text of the report. Number each appendix (e.g., **Appendix 1, Appendix 2**),

and in the report tell the reader when to refer to an appendix (e.g., “see Appendix 3”).

**Group member work distribution**—a brief description of the work each group member did for the report