

PREPARATION OF A RESEARCH REPORT

The parts of a report, or report that reflects the steps of an investigation are those indicated below:

1. **Title of the work.** This page should include the title (indicating the content of the report), authors (full name of researchers, coordinating teachers and students), place and date. It may also include a drawing or photo.
2. **Table of contents** with numbering of pages.
3. **Summary or abstract and keywords.** Brief description (between 15 and 25 lines, about 250 words) of the method used and the results obtained, so that a person reading it can get an idea of the content of the report and decide whether he/she is interested or not. It should summarize the content of the research and include four to six key words at the end.
4. **Introduction** or description of the problem to be studied. It is the introduction to the topic and the motive. Explanation of the reason for the research and the working hypotheses to be demonstrated. The originality of the work, background, state of the question, the problem to be solved, what is the scientific contribution and which are the works related to the initial hypothesis (previous investigations) should be clear.
5. **Research objectives.**
6. **Theoretical framework.** Concepts necessary to understand the research and the work carried out.
7. **Materials and methods.** A description of how the problem has been studied, what procedures and techniques have been used so that other researchers can repeat the experiment and obtain the same results. It is a description of the experimental design used in the research and relation of the material used. In bibliographic research, it would be types of information sources used. This section includes:
 - a. Indication of the dependent and independent variables.
 - b. Experimental material and/or the instruments used to collect information.
 - c. Design and development of the field, documentary and/or laboratory work.
 - d. Collection of samples and/or data
8. **Results.** They should be presented in an orderly and easy-to-interpret manner. Therefore, photographs, diagrams, data tables and/or graphs should be used, duly identified with their caption and with indication of the origin of each illustration (your own or taken from other authors). All the results obtained, treatment and analysis developed on them should be detailed. Redundant information should be avoided.
9. **Discussion** should interpret the results and place them in a broader context, relating them to previous knowledge and research on the subject.
10. **Conclusions.** The deductions obtained and whether the hypotheses raised at the beginning were correct or not are exposed. The conclusions must be justified with the data of the work. The relationships obtained are clarified and, if possible, they will be generalized to apply to other situations. New hypotheses that occur to us during the investigation can be added. If any of our hypotheses have not been tested, or if more experiments or information search are necessary, this should be indicated.

- 11. Acknowledgements.** This is usually obligatory if the research has been financed through research projects and contracts.
- 12. Bibliography.** It is the reference to the works read by the authors that have been cited in the report. It is mandatory that all references have the same style, which are generally in the publication bases of each journal. The works that have been used as an aid or starting point for the research are indicated.

Bibliographic references are written in the following way, with the following fonts and punctuation marks:

<p>Book Surname, Initials of the first name (Year of publication): Title of the book in italics, Edition, Place of publication, Publisher.</p> <p>Libro Apellidos, Iniciales del nombre (Año de publicación): <i>Título del libro en cursiva</i>, Edición, Lugar de publicación, Editorial.</p>
<p>Book chapter Last name, Initials of name (Year of publication): "Title of chapter", in Initials of name, Last name of publisher, Title of book in italics, Place of publication, Publisher, pages of chapter.</p> <p>Capítulo de libro Apellidos, Iniciales del nombre (Año de publicación): "Título del capítulo", en Iniciales del nombre, Apellidos del editor, <i>Título del libro en cursiva</i>, Lugar de publicación, Editorial, páginas del capítulo.</p>
<p>Scientific journal article Last name, First name initials (Year of publication): "Title of the article", Title of the journal in italics, Volume of the journal (Number of the journal), pages.</p> <p>Artículo de revista científica Apellidos, Iniciales del nombre (Año de publicación): "Título del artículo", <i>Título de la revista en cursiva</i>, Volumen de la revista (Número de la revista), páginas.</p>
<p>Unpublished academic work (thesis, dissertation, TFG, TFM) Surname, Initials of the name (Year of publication): Title of the thesis in italics, Type of work, University where it is presented, Place.</p> <p>Trabajo académico (Tesis, TFG, TFM) no publicado Apellidos, Iniciales del nombre (Año de publicación): <i>Título de la tesis en cursiva</i>, Clase de trabajo, Universidad en la que se presenta, Lugar.</p>
<p>Communication of a congress Last name, First name initials (Year of publication): "Title of the communication or paper", in Title of the congress in italics, Place of publication, Publisher.</p> <p>Comunicación de un congreso Apellidos, Iniciales del nombre (Año de publicación): "Título de la comunicación o ponencia", en <i>Título del congreso en cursiva</i>, Lugar de publicación, Editor.</p>
<p>Web page Last name, A. A. (Date). Title of the page. Place of publication: Name of the web page. address from which the document was extracted (URL).</p> <p>Página web Apellido, A. A. (Fecha). Título de la página. Lugar de publicación: Nombre de la página web. dirección de donde se extrajo el documento (URL).</p>

GENERAL RECOMMENDATIONS:

- The text should be impersonal, the first person should not be used. (VERY IMPORTANT).
- The documents consulted for the realization of the work must be mentioned in the same, to provide academic rigor, to help the reader to find the information, and not to incur in plagiarism.

Therefore, they must be cited in the work. That is to say, to make a brief mention, within the text of the work, of the document to which reference is made. They appear only in the body of the text, never at the foot of the page. Each of the bibliographic citations must correspond to a reference in the final bibliography.

For citations in the text, the author-year system should be used (author, year: page):	(Barro, 1989: 323)
Papers with two authors are cited by their first surnames joined by "and" (Newton and Norris, 2000):	(Telles y Rodríguez, 2011)
If the work of three or more authors is cited, it is sufficient to cite the first author followed by et al.:	(Amador et al., 1989)
If several works of an author or group of authors from the same year are cited, a, b, c should be added after the year.	(Franzen, 2012b)
When citing the works of several authors, references should be separated with a semicolon	(Bourdieu, 2001; Harvey, 2013)

- The different chapters must maintain a certain balance in terms of length. Care must be taken to ensure that the aforementioned length reflects their importance and/or the time that has been devoted to the development of their content. Notwithstanding the above, it is recommended not to feel any obligation to write a minimum number of lines, or paragraphs, or pages. A scientific communication should be as concise and compact as possible.
- The titles of the sections should be meaningful, i.e., they should inform about what they are about.
- It is important to avoid repetition of content.
- Any statement made must be argued by means of reasoning based on the results obtained.
- The structure and size of the reports should be adapted to the organization, journal or competition being submitted. The structure and size of the report should be adapted to the organization, journal or competition that is being submitted.

ASPECTS OF FORMATTING TO TAKE INTO ACCOUNT:

- The following format aspects are typified, and in general, do not admit variations:
- Length: it must be limited. MAXIMUM 20 PAGES.
- Binding with cardboard or clear plastic cover. The document must look professional. The binding model must be uniform for all jobs (stapled, spiral, comb ...) and can be agreed upon.
- COVER with all the complete data written, from the center down, in this order:
 - Title of the paper
 - Names of authors
 - Course to which the authors belong
 - Academic center
 - Name(s) of the professor(s) tutoring or supervising the work.
 - Name of the subject(s) to which the work refers.
 - Date of delivery
 - Academic year taken during the completion of the work
- A blank back cover must be included at the end of the paper.
- Only DIN A4 sheets must be used.

- All sheets must be neatly stapled or joined together by some kind of means. Single sheets are not allowed under any circumstances, even if they are kept in plastic folders or binders.
- All pages must be numbered consecutively in the lower right margin.
- **MARGINS.** Margins must be left on each page: top, 3 cm; bottom, 2.5 cm; left, 3 cm; and right, 2.5 cm. A bleed at the beginning of each paragraph of 1.25 cm must be made.
- **IMAGES, GRAPHS, CHARTS, TABLES AND PLANS.** All graphs, charts, tables and/or drawings must be numbered consecutively for easy reference and location. The legend should be indicated next to them, indicating what is observed or represented. It is advisable to optimize the size/quality ratio of the image. There is no maximum number of images and/or tables in each article. Example:



Image 1. HPLC analysis of samples.

- If drawings are to be incorporated and their size exceeds DIN A4, they should be cropped to a size smaller than DIN A4. If necessary, first fold the upper and the lower part of the drawing to the inside of the drawn part. Then fold the side parts. They must be provided with a tab where they are joined to the rest of the sheets of the report.
- **TYPEFACES AND HEADINGS**
 - The title of the work must stand out on the title page with a larger font (Arial, size 14, bold, centered text) than the rest of the text.
 - The sections (headings and their corresponding subheadings) must follow a correlative decimal numbering. The headings of each section must be highlighted in bold. Two blank lines should be left at the end of each section and after each heading.
 - The body of the text must be written in Arial font, size 11, justified, single-spaced, with 6-point spacing in the preceding paragraph and 0 in the following paragraph, regardless of the hierarchical level to which it belongs.
 - The writing must scrupulously respect the rules of grammar, spelling and syntax of the language used.
 - Quotations should be placed between quotation marks and written in italics.
 - Footnotes should be indicated by a figure, in the form of an exponent at the end of the sentence or paragraph to which the footnote refers. These notes must be written at the foot of the same page where they have been cited, preceded by the corresponding number and in font size 10.