NCRC CRIME RESEARCH REPORTS FORMAT

JANUARY, 2024

Governance Area Addressed:	Corporate Governance
Approving Authority:	Governing Council
Responsible:	Director/CEO and Information Management Department
Date of First Approval	2016
Frequency of Review or Update:	Every five (5) years
Date of Next Review	January, 2029
Related Policies	1. National Crime Research Centre Act, 1997 2. NCRC Research policy 3. NCRC Research Road Map for Research Studies 4. NCRC Crime Researchers Code of Ethics 5. NCRC Plagiarism Policy

RESEARCH REPORTS FORMAT

All NCRC research reports will follow the format outlined below:

TITLE (ONCOVER PAGE)

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FOREWORD

ACKNOWLEDGEMENTS

ABBREVIATIONS/ACRONYMS

GLOSSARY (where applicable)

OPERATIONAL DEFINITION OF KEY TERMS – (When defining the terms they should be operationalized)

EXECUTIVE SUMMARY

CHAPTER ONE: INTRODUCTION

1.1 Background of the Study - This section should present (in continuous prose but in different paragraphs) the background information and literature review and research questions.

1.2 Statement of the problem- this section is a precise review of literature indicating the specific gap(s) that the proposed research sets out to address.

1.3 Null hypothesis where applicable

1.4 Objectives - state the general and specific objectives

1.5 Justification of the Study-This gives the reason(s) as to why this study is important.

1.6 Scope and delimitations of the Study -the depth and breadth that your study will cover. Can also address how much time your study will cover.

1.7 Theoretical and Conceptual Frame work of the Study (Depends with the scope of the study)

CHAPTER TWO: METHODOLOGY OF THE STUDY

2.1 Research Design (This section should present information (in continuous prose) on: site of the study; population; sampling design (techniques); and sample size)

2.2 Methods and Tools of Data Collection

2.2.1 Data Collection Methods (Sources of data also to be discussed in this section)

2.2.2 Data Collection Tools

2.3 Data Collection and Management Procedures

2.4 Methods of Data analysis (To include data presentation and data interpretation, also, statistical/inferential analysis where necessary depending with type of the study)

2.5 Ethical Considerations

CHAPTER THREE: FINDINGS AND DISCUSSION

3.1 Introduction (Where applicable, Give a brief of any problems encountered during field work and during data analysis and specific aspects of expected data that has been omitted in the analysis and the reason(s) why)

3.2,3.3,3.4, 3.5, etc (sections to address research questions/objectives)

CHAPTER FOUR: SUMMARY, CONCLUSION AND RECOMMENDATIONS

4.1 Introduction

4.2 Summary of findings

4.3 Conclusions

4.4 Recommendations

4.4.1 Policy Recommendations

4.4.2 Area(s) of further research

REFERENCES - Adopts the American Psychological Association (APA Style -as per the latest edition)

APPENDICES - (TORs, research tools and any other supporting documents)

Note: The cover page for the crime research reports will be as per the guidelines provided for in the NCRC brand book.

REVIEW PROGRAMME

This policy shall be reviewed after every five (5) years or as need may arise. The Review process should include consultations among researchers and between NCRC and partners.

POLICY APPROVAL

This Research Format Policy is Effective from day of .....

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CHAIRPERSON

NATIONAL CRIME RESEARCH CENTRE