

Business Research Tips is a monthly email with practical ideas for managing business information and research.

Presenting research findings

A well written research findings summary is an opportunity for library services to go beyond providing an information retrieval service to providing an answer to a research query.

The research findings summary is a valuable aid to the research requester, enabling them to quickly and confidently review the research presented to them.

The research findings report usually includes the following components:

- Table of contents

- Research topic:

Start with clearly stating the research question, for example, what have been the significant developments in the tele-health industry in Australia since 2000?

Further information on scope of the research work may also be outlined, such as finding the key industry players, products, services and senior management.

- Research results / executive summary:

The research results or executive summary is the analysis of the findings, as opposed to a summary of the information that has been retrieved.

It will be a 1-2 page summary that highlights key findings such as trends, patterns, statistics, financial information and possibly recommendations for further research.

The research requester may not read any the full text material that backs up the research results summary, so it is very important that it is a considered summary of findings.

- Research sources:

This may be a list of the sources reviewed, links to or full text copies of the sources.

Upcoming speaking engagement

Heather will be a panel speaker on the topic of *Advancing Knowledge Management* at the upcoming *Management Strategies for Library and Information Service Centres* conference presented by Ark Group. (19 – 21 Sept, Rydges World Square, Sydney).