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ABOUT US

INTERNATIONAL JOURNAL FOR LEGAL RESEARCH & ANALYSIS ISSN 2582-6433 is an Online Journal is Quarterly, Peer Review, Academic Journal, Published online, that seeks to provide an interactive platform for the publication of Short Articles, Long Articles, Book Review, Case Comments, Research Papers, Essay in the field of Law & Multidisciplinary issue. Our aim is to upgrade the level of interaction and discourse about contemporary issues of law. We are eager to become a highly cited academic publication, through quality contributions from students, academics, professionals from the industry, the bar and the bench. INTERNATIONAL JOURNAL FOR LEGAL RESEARCH & ANALYSIS ISSN 2582-6433 welcomes contributions from all legal branches, as long as the work is original, unpublished and is in consonance with the submission guidelines.

PREPARATION AND PRESENTATION OF LEGAL RESEARCH REPORT

Authored By -Anjali M

ABSTRACT

Generally, research means to search again. Research is an investigation that is based on the source of law. Legal research is not only about reading books, principles, regulations, etc but the whole idea behind doing research is to dig more deeply and examine more into a subject that you need to know. The research report acts as Skelton of that particular research that includes the all-important aspect of that research. This paper discusses the basic elements of research report and how to prepare and present a legal research report.

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KEYWORDS

Research Report, Research report writing, Research Methodology, Preparation of research report

INTRODUCTION

Legal research is generally the process of finding an answer to a legal question or checking for a legal precedent that can be cited in a brief or at trial. Sometimes, legal research can help determine whether a legal issue is a "case of first impression" that is unregulated or lacks legal precedent. Virtually every lawsuit, appeal, criminal case, and legal process, in general, requires some amount of legal research.¹

Research always gets concluded by the creation of a research report. A proper logical presentation of the research that has been conducted is known as a report. Legal research report contains only a brief statement of facts that are important for understanding the simplification drawn by the researcher. The purpose of the research report is to convey to the interested persons the whole result of the study in sufficient detail and to determine the validity of the conclusion²

The research report, which discusses in detail the numerous processes required to reach the result, serves as the pinnacle of the investigation. It is not possible to write a research report only with technical ability, but also extensive understanding of the subject area and tenacity are required. And the correct point of view on every area of the study is needed. One of the most valuable talents a researcher may have is the ability to produce an excellent report. The organization of ideas and interpretations of the findings is critical for the preparation of the research report.

The final phase in the research process is to create a research report when all data has been evaluated and interpreted. This report must be thorough and written in basic yet forthright language so that it may be appropriately communicated to the appropriate readers. A research report can be prepared only after completing the legal research.

¹ What is Legal Research? Created by Find Law's team of legal writers and editors | Last updated February 15, 2017

² A Step-by-Step Guide on How to Do Legal Research, Written by Sharon Miki, Published on October 2020. Last updated: October 4, 2021

Research Questions

- How to prepare and present a legal Research report?
- What are the different strategies available for the preparation of a legal research report?
- How to prepare a legal research report?
- What are the different components of research report?

Research Objectives

- To study about different components of legal Research report
- To understand the process and preparation of legal research report
- To draw a conclusion in the same

Research Methodology

The Non doctrinal nature of study is being used here. This research employs methods taken from other sources to answer the research objectives. Quantitative data was generated to test the objectives. The study was conducted based on secondary sources of data, books, e-sources, theories and articles.

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Report Preparation And Presentation Process

There are mainly three stages involved in the preparation of a legal research report and they are:

- Pre report writing
- Report writing
- Post report writing

Pre-Report Writing:

Prewriting is the preparatory process that you can go through before writing your paper, essay, or summary. Prewriting helps with the organization of your thoughts, planning of your research or writing, and the clarification of your argument.

The Prewriting stage is also known as the ‘talking stage’ of writing. There are various methods one can tackle with the prewriting stage of report writing and these methods include brainstorming, mind mapping, asking questions, etc.

The prewriting consideration mainly focuses upon the audience and to whom the report will be useful thus the researcher needs to investigate the kind of information and language of the paper. In the case of academic writing such as a term paper or a thesis, the audience will be other people who study some of the same things you do or by someone for their research paper. Apart from the audience purpose of writing the paper must be taken into consideration. The most common purpose is to explain some idea or to explain a theory or sometimes it is for justifying your study upon a particular topic. It also puts light upon the information that is showcased in your research paper or article.

Report Writing:

To make a research report meaningful few steps are involved which would enable the researcher to complete his task of writing a report clearly and convincingly³. There are different steps in writing the research report. These steps are as follows:

- a. Logical analysis of the subject matter.
- b. Preparation of the rough draft.
- c. Rewriting and improving.
- d. preparation of the final bibliography; and
- e. writing the final draft

³ Prof Dr. Rattan Singh, Legal Research Methodology, Third edition 2021, Lexis Nexis p233

- Logical analysis of the subject matter:

It is the first step which is primarily concerned with the development of a subject. The twofold ways to develop a subject is:

- Logically and
- Chronologically.

The logical expansion is made based on mental relations and associations between one thing and another by use of analysis. Rational treatment often consists in developing the material from the simple possible to the most complex structures. Chronological development is based on a connection or sequence in time or occurrence. The guidelines for doing or making something usually follow chronological order.⁴

- Preparation of the rough draft:⁵

This follows the logical analysis of the subject and the preparation of the final outline. Such a step is of maximum importance for the researcher who sits to write down what he has done in the framework of his research study. He will note down the procedure adopted by him in collecting the material for his study along with various limitations faced by him, the system of analysis adopted by him, the broad findings and the various suggestions he wants to offer concerning the problem concerned⁶

- Rewriting and improving the rough draft:

This step happens to be the most difficult part of report writing. Usually, this step requires more time than the writing of the rough draft. Pure revision makes the difference between a mediocre and a good piece of writing. Through rewriting and improving, one should check the report for weaknesses in logical development or presentation.

The researcher should also “see whether or not the material, as it is presented, devises unity and cohesion; does the report stand upright and firm and exhibit a definite pattern.”⁷

⁴ C.R Kothari Research Methodology and techniques, New Age International Pvt Ltd, New Delhi 2nd Edn2010, p347

⁵ <https://www.history.nasa.gov/SP-4103/app-g.htm>

⁶ Ibid 3

⁷ Ibid 2

- Preparation of the final bibliography:

Next in order comes the task of the preparation of the final bibliography. This is generally appended to the research report, is a list of books in some way pertinent to the research which has been done. It must contain all those works which the researcher has consulted. The bibliography can be arranged alphabetically and may be divided into two parts; the first part may contain the names of books and the second part may contain the names of magazine and newspaper articles⁸

- Writing the final draft:

This constitutes the last step. The finishing draft should be written in a concise and objective style and simple language, avoiding imprecise expressions such as “it seems”, “there may be”, and the identical. While preparing the final draft, the researcher must avoid abstract terminology and technical jargon. References and examples based on common experiences must be incorporated in the final draft, which they happen to be most effective in communicating the research findings to others. A report should not be dull but must enthuse people and maintain interest and must show originality.

It must be noted that every report should be an attempt to solve some intellectual problem and must add to the solution of a problem and must add to the knowledge of both the researcher and the person who reads.⁹

- The time for completing data collection and data processing should be well planned and implemented
- The time for report writing should be planned, and the task of report writing should not be put off till the last minute. At least one-third of the total project time should be earmarked for this purpose¹⁰
- It is always good to get the benefit of the guidance of a good guide at all stages

⁸ Suresh C Sinha and Anil K Dhiman, Research Methodology, Ess Ess Publication, New Delhi 2002 p456

⁹ *Ibid* 2

¹⁰ Santhosh Gupta, Research Methodology and Techniques, New Age International Pvt Ltd, New Delhi 2nd Edn, 2010 p 347

- Avoid easy-going and shortcut methods and don't hesitate to write an entire first draft. Even when the whole report is in black and white, be aware that it is not all perfect, and therefore calls for much improvement.

Components Of Research Report

The research report aims at conveying the whole result of the study in detail to the interested person. The report must incorporate all reports. The formation of a satisfactory outline is a must as it serves as a Skelton in the human body. The writing should be an elaborate one which is possible only if three-stage preparations are made such as:

- The topical outline
- Paragraph outline
- Sentence outline

The first outline is known as a topical outline, resembles a skeleton outline that incorporates chapters and their major ideas. Paragraph outline not only includes major paragraphs but also indicates their central ideas. A sentence outline is composed of various sentences to be incorporated in the sentence it is constructed from its very name.

GENERAL STRUCTURE OF THE REPORT¹¹

The layout of the report should be as follows:

THE PRELIMINARY SECTION

The pages dealing with preliminary matters should be numbered in small Roman numerals to distinguish them from the main text. It contains the following items:

i. Title page

It contains the title of the thesis or work and the researcher's name, the date of submitting it, and the name of the institution where it is presented. It also contains the name of the supervisor or guide under whose supervision or guidance the work was carried.

ii. Acknowledgment page

This page is devoted to those whose help, or inspiration, or guidance was obtained in any way it should be expressed in a simply and tactfully.

iii. Preface or foreword

It follows the acknowledgment page, bearing some initial marks and a brief statement of the scope, aim general character of the research project

iv. Table of contents

A well-developed table of contents should be produced after the preface to enable the reader to choose rapidly and judiciously the topics or subtopics that he may like to read. It should include the chapter, headings, the headings of the major subdivisions of the chapters, and even the subdivisions.

v. Table of cases

After the table of contents, the table of cases should be placed. cases should be arranged in alphabetical order with their details, that is name of the report, year of the report, the name of the court and the base number of the report on which it is reported, and then the page numbers of the thesis on which that case is referred.

vi. List of tables or figures

If there are tables and figures used in this is then a list of all this should be given after the table of cases which page numbers on which they have been produced.¹²

¹¹ Prof Dr Rattan Singh , Lexis Nexis, Legal Research Methodology, 3rd Edn 2013, P 248-250

¹² S R Myneni, *Legal Research Methodology*, Allahabad law agency Faridabad 1977,p400

MAIN PART¹³

Introduction

This is a critical component of the research report. It emphasizes crucial aspects of your study, such as what your research is about, why you are performing the research, and what the research's emphasis is. It may also include definitions of essential terms/concepts, a description of the study field, and a description of the data collecting techniques that will be employed. The introduction must be detailed enough to gain a piece of clear knowledge about the research, and it also contains different chapters of your research report.

Background of the Problem

This part shows the chronological flow of the problem. It may be from a local or international perspective or both. It must show different strategies and efforts used to solve the problem.

Statement of the Problem

This is a difficult part of the research report, one may find it hard to prepare. Here it is required to clearly state how the problem is being dealt with and need to convey that this problem exists and that the researcher is required to respond similarly and that must be supported with information and other statical data. Here the conclusion must be done by expressing the purpose for which the research is being carried out.

Hypotheses/Research Questions

Hypotheses are the assumptions that the researcher makes regarding the problem. The researcher will collect data to prove or disprove his hypotheses. These questions are used in place of hypothesis. Research questions and hypotheses are different from one another and cannot be used both in a single study

The objectives of the research

This chapter explains the objectives of conducting the research. They may be general or specified objectives. The general objective is drawn from the purpose of the study.

Specific objectives aim to make the general objective clearer. They must specify what is to be

done in research and by what means is the aim/goal of the study to be achieved.¹⁴

Literature Review

To do effective research the researcher has to refer to different books, articles, papers, etc. In preparing a literature review you must summarize the idea in the literature and needs to analyze the same for research. The way the researcher uses literature review will be evident in your research. The full citation of the literature review shall be in the footnotes.

Research Design and Methodology¹⁵

Research design entails the plan on how data will be collected and analyzed and research methodology refers to methods of data collection. In research design, the researcher is required to state which kind of research the design will employ and the reason to employ that design.

Population and Sampling Design

Population: Describe the population in your study that is groups to be studied and conclusions to be drawn.

Sampling Design: point out the sample frame and size and how we are going to obtain the sample from the population

Method of Data Collection

Here the researcher must show methods that will be used to collect data. The most commonly used methods of collecting data in legal research are observation, interview, questionnaire, and Group Discussion. The researcher must state the reasons for using a certain method(s) of data collection in the research

¹³ S.R Myneni, *Legal Research Methodology*, Allahabad Law Agency, Faridabad 1997 p401-402

¹⁴https://www.academia.edu/34782786/FACULTY_OF_LAW_LEGAL_RESEARCH_PROPOSAL_AND_REPORT_WRITING_GUIDANCE

¹⁵ <https://sherianajamii.com/2019/10/guide-for-conducting-legal-research.html> Last updated on November 17th,

Sources of Data

Primary sources

Primary sources are key to legal research because they establish the current law on whatever legal issue you're working with. Primary sources, which you can find by searching legal research databases like Fast case or Case text, include case laws, regulation's, statutes, rules, etc

Secondary sources

Secondary sources explain or interpret legal principles in part, or summarize the current state of the law giving a better understanding of a particular area of law. Secondary sources are also useful for identifying primary sources for your case. Secondary sources include legal encyclopedia, treaties, law digests, etc. Always begin your research with a secondary source of data because its time consuming

Analysis and Interpretation of Findings

After collecting data, the researcher is required to analyze, and interpret data collected in the manner explained in the Data presentation and analysis techniques in the research paper.

Observation, Conclusion, and Recommendation¹⁶

Summary of findings show the general overview of the findings, observations reflect what was found in the course of study, the conclusion reveals how the study was conducted, recommendations address the inadequacy observed in the course of study to remedy the situation¹⁷

¹⁶ Ibid15

¹⁷ <https://sherianajamii.com/2019/10/guide-for-conducting-legal-research.html>, Last updated on November 17th,

REFERENCE MATERIALS

Bibliography:

A bibliography is a list of the sources you have used (whether referenced or not) in the process of researching your work. In general, a bibliography should include:

- The authors' names
- The titles of the works
- The names and locations of the companies that published your copies of the sources
- The dates your copies were published
- The page numbers of your sources

A bibliography should be written in a consistent style. The most commonly used formats are ILI format, API format, Bluebook format, etc. Name of the author, title of the book, Publisher's name, Year of publication, etc should be included in the bibliography as per the format opted.

Citation:

It is the key element of research work and it is used to judge the quality of work done by the researcher. A citation is a reference to a published and unpublished source. When a researcher fails to cite the sources from which he collected data then it causes plagiarism.

Citation is important for proper research, by listing the sources the credit of original work remains with the author and can prove its authenticity. Citation avoids the risk of plagiarism.

Footnote

A footnote is a reference, explanation, or comment placed below the main text on a printed page at the bottom or foot of the respective page. In research papers and reports, footnotes commonly acknowledge the sources of facts and quotations that appear in the text.

It is a part of the reference section and performs the following function:

- Do acknowledge the source of the quotation, paraphrases or idea borrowed by the author
- To present explanatory statements, quotations, or supplementary materials which though important may interfere with the flow of the textual material is included in the main body.

Format of footnotes: There are different types of formats like ILI format, API format, MLA format, and Bluebook format for footnoting. It should be written in a consistent pattern.

Use of Abbreviations in Footnotes: footnotes can be shortened if the source has already been given in the full form in a previous footnote. In preparing the notes several abbreviations are commonly used when referring to materials that have been previously referred to. These abbreviations originated either from English or Latin. These abbreviations are to be typed in italics. Some of these include *ibid*, *id*, *supra*, *infra*, *loc. cit*, *op. cit*, *et al*, *Ed*, *pp*.

Appendix:

It includes letters, questionnaires, tests, or other tools used in collecting data. It also includes pictures, statistical tables, and evidential documents, etc.

Index:

It contains topics, subtopics, cross-index, names of authors arranged in alphabetical order.



CONCLUSION
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One of the main reasons for carrying out research is to add to the existing body of knowledge. Therefore when conducting research you need to document your processes and findings in a research report. With a research report, it is easy to outline the findings of your research and investigation.

Report writing is an art that is learned by practice and experience, rather than by mere doctrinarian. The main aim behind the preparation of the research report is to convey the message to the reader. The research report includes the purpose, importance of conducting the research, the procedure, the limitation and, the conclusion of the study.

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