# Action Research Report - Suggested Template

Note: This report should be no longer than 20 pages (not including appendices).

## Introduction (1 page)

Include here your topic, objectives, and research objectives. This will be a summary of the information from your planning document. Specify the focus of the study and the overall goals.

## Literature Review (5–7 pages)

For the literature review section, include relevant studies, book chapters, and books that provide the theoretical foundation for your topic. This section explains the theory the topic is based on and how it supports the relevance of the topic to your context and to the field. It supports aligning your own contextual challenges with what others have done. Add any connections to other aspects that contribute to the topic.

Answer the following questions:

* What is the relevance of the theoretical background in connection with my topic?
* What does the research say about this topic?
* What are meaningful connections within the field?
* What informs the challenges and issues of the research?
* What areas of research influence the topic researched?

## Description of the Research Context (1 page)

The information for this section comes from your planning document methodology, participants, and procedure sections. Include the following:

* Describe the place where the research was conducted and where the data was collected.
* Give a physical description of the classroom or school, including the curriculum and curricular engagement, if applicable.

Answer the following questions:

### Procedure

* What were the actions and steps taken within the study?
* What was done to engage participants in the data collection process?
* What were the engagement activities of participants in the study?

### Sample/Participants

* Who were the participants in this research?
* What made participants eligible to take part in this research?
* What is my connection or relationship with the participants?
* Describe your participants (e.g., language spoken; mono-, bi-, multilingual; country of origin; community connections; socioeconomic status).

### Informed Consent

* What is necessary to request informed consent?

If it was necessary:

* Who provided informed consent for participation?
* How was consent obtained?

## Data Collection and Analysis (3–5 pages)

Ask yourself the following questions:

* How was the approach to this action research design (practical, participatory, exploratory)?
* What model of action research did I select (operational/technical, collaboration, or critical reflection)? How was it selected and why?
* What type of data did I collect? What was the data collection process?
* Which data collection tools did I select and why (e.g., field notes, teaching journal, interviews, audio or video recording, collected student work or other artifacts, surveys, and/or rubrics)?

Describe the actions taken for each data collection tool. Answer the following questions:

* How did you use each data collection tool?
* What data did you look at?
* How and when was the data collected?
* Were there any iterations?
* What channels were used (in-person or online)?

Describe the analysis of the data. Answer the following questions:

* How was the information organized and analyzed (Excel charts, analysis tools, or coding apps)?
* How intensive was the analysis?
* How did you establish the validity and/or reliability of your study?

## Findings (2–3 pages)

State what you learned—the major trends and findings—from your data analysis. Provide concrete examples that support your findings. Use the following recommendations to guide your analysis:

* Usually findings are organized by themes, categories, or the trends generated by the data.
* Each theme or trend includes a subheading, and you can discuss it in a five-sentence paragraph per theme.
* Each theme paragraph should contain examples directly from the research. Include direct quotes from participants, journal reflections, and samples that are relevant and meaningful to your findings.
* You may also include visuals, tables, and/or graphs if they are relevant.
* You could organize the information in chronological order as events happened, telling a story based on your analysis, or through a description of critical events, meaning those aspects or occurrences of the research that were the most relevant.
* You need to demonstrate that you have the data to support the statements that you are making.

## Discussion/Implications (1 page)

For this section, answer the following questions:

* Why is this study relevant or meaningful and to whom?
* How are these findings going to be beneficial for your participants, your school, your community, and the field?
* How does this inform changes and/or decision-making in the field? What is the type of influence or contribution?
* Who else might be interested in this study (from the field or from other fields, academics, practitioners, policymakers, states, etc.)?

## Reflections (1 page)

In this section, address the following questions:

* What were your assumptions when the study began?
* What were your thoughts and reactions to the results while the study was in progress and at the end of the project?
* How did your original assumptions change?
* What questions remain?
* How do you recommend this inquiry continues?

## Conclusion (1 page)

Summarize your study, add your concluding remarks, and leave the audience with the key takeaways in one or two paragraphs.

## References (number of pages depends on number of references)

Follow [APA Style 7th edition](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html) guidelines for the reference list.

## Appendices

To support the body of your research, include the following supplementary materials:

* Data collection tools
* Consent forms
* Artifacts
* Rubric
* Any other template or documentation that applies

Note: This template is adapted from “Writing a Report of Action Research/Teacher Research,” by Kathy Short, 2018. (<https://education.arizona.edu/sites/default/files/2025-03/research-report-format.pdf>) Adapted with permission.