**Quantitative Analysis Report: Structure of Assignments**

1. Use the following structure for your research article: **Abstract, Introduction, Literature Review/Theory, Methods, Results, Discussion,** and **Conclusion**. Include a robust discussion section distinct from your conclusion.
2. Give your article a **Title** that is both descriptive and inviting to prospective readers. Your article title should appeal to both scholars and practitioners. Use a shortened version of the main idea of your article in the title.
3. Your **Abstract** should inform readers what your article is about and its most important findings. Readers, including scholars and practitioners, should be able to understand your topic, argument, and conclusions. Make your abstract straightforward and do not use technical language or jargon.
4. In the **Literature Review/Theory**, cite only literature and theory pertinent to the specific issue and not those that are of only tangential or general significance. When summarizing earlier works, avoid nonessential details; instead, emphasize pertinent findings, relevant methodological issues, and major conclusions. Citation of relevant earlier literature is a sign of scholarly responsibility and it is critical for the growth of a doctoral student in public administration.
5. **Methods**: The Methods section “describes in detail how the study was conducted, including conceptual and operational definitions of the variables used in the study. Different types of studies will rely on different methodologies; however, a complete description of the methods used enables the reader to evaluate the appropriateness of your methods and the reliability and the validity of your results” (**APA current edition**). Include a description of your sample size and procedure, participants, how data collected, and research design.
6. **Results** include data analysis used, results of the analysis including tables and figures.
7. **Discussion** section includes interpretations from the analysis. How do your analyses relate to the results found by scholars in your lit review/theory section? In this section, evaluate and interpret their implications, especially with respect to your original hypotheses.
8. Provide a distinct **Conclusion** that tells readers what you found, why it is important, and what difference it will make for research and practice. Ensure you separate your discussion section from the conclusion of the article. Synthesize your article; do not summarize it. Show readers how the pieces of your article fit together. Answer the question “So what?” Why is your article significant, and how is it relevant?