**แนวทางการเขียนรายงานการวิจัย**

*รศ.ดร.สมบูรณ์ ศิริสรรหิรัญและคณะ*

**รายงานการวิจัยประกอบด้วย 3 ส่วน คือ**

1. ส่วนหน้า
2. ส่วนเนื้อหา และ
3. ส่วนท้าย

แนวทางการเขียนแต่ละส่วนมีดังนี้

**1. แนวทางการเขียนส่วนหน้า**

- **ปก** ประกอบด้วยชื่อเรื่อง ชื่อผู้วิจัย และข้อความอื่นๆ เช่น หน่วยงานของผู้วิจัย ปีที่ทําวิจัย

- **บทคัดย่อ** เป็นส่วนที่สรุปย่อเรื่องราวทั้งหมดของงานวิจัย สิ่งสําคัญที่ควรนําเสนอได้แก่วัตถุประสงค์ของการวิจัย วิธีดําเนินการวิจัย ผลการวิจัย สรุปและข้อเสนอแนะ

- **กิตติกรรมประกาศ** เป็นการประกาศขอบคุณบุคคลและหน่วยงานที่ให้ความอนุเคราะห์และสนับสนุนให้การดําเนินการวิจัยสําเร็จได้ด้วยดี

- **สารบัญ** โดยทั่วไปแบ่งเป็น 3 ส่วนได้แก่ สารบัญเนื้อเรื่อง สารบัญตารางและสารบัญแผนภูมิและภาพประกอบ

หมายเหตุ การกําหนดเลขหน้าในส่วนหน้านี้นิยมใช้ระบบตัวอักษร คือ ก ข ค .....

**2. แนวทางการเขียนส่วนเนื้อหา**

ส่วนเนื้อหา เป็นส่วนที่แสดงเนื้อหารายละเอียดในการทำวิจัย ซึ่งก็ขึ้นอยู่กับระเบียบวิธีการวิจัย แต่ส่วนใหญ่มักจะ ประกอบไปด้วย 5 บท ดังนี้

บทที่ 1 บทนํา

บทที่ 2 ทบทวนวรรณกรรม

บทที่ 3 วิธีดําเนินการวิจัย

บทที่ 4 ผลการวิจัย

บทที่ 5 สรุป อภิปรายผลและข้อเสนอแนะ

**3. แนวทางการเขียนส่วนท้าย**

บรรณานุกรม

ภาคผนวก

**1. แนวการเขียนส่วนหน้า มีรายละเอียดดังนี้**

**บทที่ 1 บทนํา**

ประกอบด้วยหัวข้อต่าง ๆ อย่างน้อยดังนี้

**1.1 ความเป็นมาและความสําคัญของปัญหา**

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**1.2 วัตถุประสงค์ของการวิจัย**

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**1.3 ขอบเขตของการวิจัย**

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**1.4 นิยามศัพท์ที่ใช้ในการศึกษา**

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**1.5 ประโยชน์ที่คาดว่าจะได้รับ**

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**บทที่ 2 ทบทวนวรรณกรรม**

บทนี้เป็นการนําเสนอแนวคิด ทฤษฎีและงานวิจัยที่เกี่ยวข้องที่ ใช้เป็นกรอบแนวคิดในการวิจัย นักวิจัยควรเรียบเรียงสรุปเป็นกรอบแนวความคิด หลักการ ข้อแนะนำในการเขียนควรเป็นการเรียบเรียงเนื้อหาเหมือนกับการเขียนบทความทางวิชาการไม่ควรคัดลอกเนื้อหามาต่อกัน ประกอบด้วยหัวข้อต่าง ๆ ดังนี้

**2.1 แนวความคิดหรือทฤษฎีที่เกี่ยวข้องที่ใช้ในการวิจัย (Concepts and Theories)**

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**2.2 ข้อมูลของหน่วยงานหรือองค์กร**

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**2.3 เอกสารและงานวิจัยที่เกี่ยวข้อง (Related Research Works)**

**2.3.1 งานวิจัยในประเทศ**

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**2.3.3 งานวิจัยต่างประเทศ**

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**2.4 กรอบแนวคิดในการวิจัย (Conceptual Framework)**

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**บทที่ 3 วิธีดําเนินการวิจัย**

บทนี้เป็นการนําเสนอถึงวิธีการสร้างและพัฒนาเครื่องมือที่ใช้ในการวิจัยเพื่อหาคำตอบการวิจัยตามวัตถุประสงค์ แสดงรูปแบบการวิจัย ประชากรและกลุ่มตัวอย่าง และวิธีการวิเคราะห์ข้อมูล หัวข้อที่ควรนําเสนอในบทนี้มีดังนี้

**3.1 ประชากรและกลุ่มตัวอย่าง**

วิธีการสุ่มตัวอย่าง (Sampling)

การกำหนดขนาดตัวอย่าง (Determining of Sample Size)

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**3.2 เครื่องมือที่ใช้ในการวิจัย**

มีอะไรบ้าง มีขั้นตอนการสร้าง พัฒนาและตรวจสอบเครื่องมืออย่างไร

แหล่งที่มาของข้อมูล (Data Sources)

เครื่องมือที่ใช้ในการเก็บรวบรวมข้อมูล (Measurement)

วิธีการตรวจสอบเครื่องมือ (Validity and Reliability)

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**3.3 การเก็บรวบรวมข้อมูล**

มีวิธีการดำเนินการจัดเก็บอย่างไร เมื่อใด ที่ไหนอย่างไร ผู้เก็บ ใครเป็นผู้ให้ข้อมูล อุปกรณ์บันทึกข้อมูล

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**3.4 การวิเคราะห์ข้อมูล**

ใช้วิธีการใด สถิติเชิงพรรณนา (Descriptive Statistics)หรือ สถิติเชิงอนุมาน (Inferential Statistics)

ใช้โปรแกรมสำเร็จรูปทางสถิติ (Statistical Software) หรือไม่อย่างไร

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**บทที่ 4 ผลการศึกษา**

นําเสนอผลการศึกษา ผลการวิเคราะห์ข้อมูลทั้งระเบียบวิธีเชิงปริมาณและเชิงคุณภาพ

หลักการนําเสนอผลการวิจัยทั้ง 2 ระเบียบวิธีมีดังนี้

* ควรเรียงลําดับตามวัตถุประสงค์การวิจัย
* ควรใช้ภาษาที่เข้าใจง่าย หลีกเลี่ยงการใช้ภาษาทางสถิติ
* หากมีตารางหรือกราฟควรอธิบายให้ชัดเจนว่าต้องการนําเสนอประเด็นอะไร

(กล่าวนำ) การศึกษาวิจัยเรื่อง….…………………………………………………………………………………………………….

มีวัตถุประสงค์การวิจัย……………………………………………………………………………………………………………………...........

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**4.1 ข้อมูลทั่วไปของผู้ตอบแบบสอบถาม**

กล่าวนำจากการศึกษา ได้จากการเก็บข้อมูลประชากรหรือกลุ่มตัวอย่าง วิเคราะห์ผลการศึกษาจากแบบสอบถามซึ่งผู้วิจัยได้แจกแบบสอบถามจำนวนทั้งสิ้น.....ชุด ได้กลับมาทั้งหมด...... ชุด คิดเป็นร้อยละ ... มีผลการศึกษาข้อมูลทั่วไปของผู้ตอบแบบสอบถามดังนี้

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**4.2 ผลการศึกษาที่ตอบวัตถุประสงค์การวิจัยข้อที่ 1**

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**4.2 ผลการศึกษาที่ตอบวัตถุประสงค์การวิจัยข้อที่ 2…**

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**บทที่ 5 สรุป อภิปรายผลและข้อเสนอแนะ**

บทนี้เป็นการนําเสนอข้อสรุปจากทุกบทที่ผ่านมาและข้อค้นพบที่ได้จากการวิจัย การเขียนโดยทั่วไป

จะเริ่มจากวัตถุประสงค์ การวิจัย สรุปวิธีการวิจัยโดยย่อ สรุปผลการวิจัย การอภิปรายผลการวิจัยและ

ข้อเสนอแนะ

การศึกษาวิจัยครั้งนี้มีวัตถุประสงค์เพื่อ(เขียนสรุปเป็นความเรียงเกี่ยวกับวัตถุประสงค์ ประชากรและกลุ่มตัวอย่าง และวิธีดำเนินการวิจัย)..................................................................................................................................

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**5.1 สรุปผลการวิจัย**

การเขียนสรุปผลการวิจัยควรเขียนในลักษณะการตีความจากข้อมูลผลการศึกษาวิจัยจากบทที่ 4 ให้สั้น กระชับ และเรียงลําดับตามวัตถุประสงค์ของการวิจัย

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**5.2 อภิปรายผล**

การเขียนอภิปรายผลการวิจัย ควรแยกอภิปรายเป็นประเด็น โดยชี้ประเด็นว่าสอดคล้องหรือไม่สอดคล้องกับทฤษฎีหรือผลการวิจัยที่คนอื่นทําไว้ (ได้จากบทที่ 2 ทบทวนวรรณกรรม) โดยยกเหตุผลมาประกอบการอภิปรายผล

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**5.3 ข้อเสนอแนะ**

การเขียนข้อเสนอแนะในการวิจัย เป็นการนําเสนอประเด็นที่นําผลการวิจัยไปใช้ประโยชน์ มีข้อจำกัด ข้อควรระวังในนการนําผลการศึกษาวิจัยไปใช้อะไรบ้าง มีข้อเสนอแนะที่ได้จากการวิจัยอะไรบ้างอย่างไร มีข้อเสนอแนะเพื่อการวิจัยครั้งต่อไปอะไร อย่างไรบ้าง หัวข้อนี้มีความสําคัญกับตัวผู้วิจัยเพราะเป็นการเล่าถึงความรู้สึกที่เกิดขึ้นทั้งทางบวกและทางลบ ปัญหาอุปสรรคที่ผู้วิจัยพบในการศึกษา และแนวทางการแก้ปัญหาอุปสรรคเหล่านี้ รวมทั้งการเรียนรู้ประสบการณ์ คุณค่าจากการทําวิจัยของผู้วิจัย

ดังนั้น ข้อเสนอแนะ ทั่วไปมักจะแบ่งออกเป็น 2 ส่วน ได้แก่

1. ข้อเสนอแนะจากการวิจัย อาจเป็นการเสนอแนะเกี่ยวกับวิธีการวิจัย การนำผลวิจัยไปปรับใช้หรือมีลู่ทางที่จะนำไปใช้ประโยชน์อย่างไรบ้าง

2. ข้อเสนอแนะเพื่อการทำวิจัยในครั้งต่อไป เป็นการนำเสนอประเด็นที่ควรนำผลการวิจัยไปใช้ประโยชน์ มีข้อควรระวังในการนำไปใช้ประเด็นอะไรบ้าง แนะนำไปใช้อะไรบ้าง และข้อเสนอแนะว่าควรทำวิจัยอะไร อย่างไร

**5.3.1 ข้อเสนอแนะจากการวิจัย**

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**5.3.2 ข้อเสนอแนะเพื่อการทำวิจัยในครั้งต่อไป**

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**3. แนวทางการเขียนส่วนท้าย**

ส่วนท้ายของการเขียนรายงานการวิจัยประกอบด้วย 2 ส่วน คือบรรณานุกรมและภาคผนวก(ถ้ามี)

**บรรณานุกรม** การเขียนบรรณานุกรมให้ใช้รูปแบบ ดังต่อไปนี้

ชื่อผู้แต่ง.1,/ ชื่อสกุลผู้แต่งคนที่ 2//และชื่อผู้แต่งคนที่ 3.//(ปีที่พิมพ์ ).//ชื่องานเขียน.//ครั้งที่พิมพ์ /:/

สถานที่พิมพ์ .

**วัสดุสื่อโสตทัศนูปกรณ์** ประเภทแถบบันทึกเสียง แผ่นเสียง แผ่นซีดี ภาพยนตร์ ภาพเลื่อน ภาพนิ่ง

แผนที่ วีดีทัศน์ ใช้รูปแบบดังนี้

ชื่อผู้บรรยายหรือผู้พูดหรือผู้ขับร้อง(ถ้ามี ).//(ปีที่ผลิต ).//ชื่อของวัสดุ .//(ประเภทของวัสดุ ).//

**สื่ออิเล็กทรอนิกส์** (Online )

ชื่อผู้แต่ง.//(วันเดือนปี ที่สืบค้น).//ชื่อเรื่อง.//แหล่งที่มา(เว็บไซต์ )

หมายเหตุ การจัดทําเอกสารต้องเป็นไปตามข้อกำหนดของแต่ละหน่วยงานหรือสถาบัน

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**รายการอ้างอิง**

ธีระ สินเดชารักษ์.(15 ตุลาคม 2555). **การเสนอรายงานผลการวิจัยเชิงปริมาณ.** แหล่งที่มา : http://rlc.nrct.go.th/ ewt\_dl.php?nid=664

สำนักงานคณะกรรมการวิจัยแห่งชาติ(วช.).(2553) **คู่มือการเขียนรายงานการวิจัย.** กรุงเทพมหานคร : คณะกรรมการวิจัยแห่งชาติ, 46 หน้า.