

FORMAT FOR REPORT WRITING AT THE LAW REFORM COMMISSION

1. Title Page/ Cover Page:

- The title page should include the title of the Report, the full name of the Commission as author and any other authors, the date, and any other relevant information such as the report number or department if the Reports are serialized.

2. Table of Contents:

- The table of contents should provide an organized list of sections, subsections, and their corresponding page numbers. It helps readers navigate through the report easily.

3. Executive Summary:

- The executive summary provides a brief overview of the report, highlighting the main objectives, findings, and recommendations. It should be concise and provide enough information for readers to understand the key points without reading the entire report. It should be well written as it is important to note that most people merely rely on reading the executive summary to understand the contents of the report.

4. Introduction/Background:

- The introduction sets the context for the report and provides background information on the topic. It states the purpose and objectives of the report, outlines the scope and methodology, and may include a brief literature review or relevant theoretical framework.

5. Methodology:

- The methodology section describes the methods and procedures used to collect data or conduct research for the report. It explains the sampling technique if there are statistical information relied upon in the report, data collection tools, data analysis methods, and any limitations or constraints encountered during the process.

6. Terms of Reference:

- The Terms or Reference section describes the mandate, scope and purpose of the subcommittee set up to review the specific area of the law for which the report is required. It outlines the boundaries or limitations within which the subcommittee will operate, clearly defining any exclusions or areas outside the subcommittee's purview. It may also define the main objective or goal sought to be achieved by the subcommittee. It should highlight the specific area of focus or the problem the subcommittee aims to address. Detail the specific tasks, duties, and responsibilities of the subcommittee members. This may

include conducting legal research, analyzing legal developments, reviewing and editing articles, organizing events or conferences, soliciting submissions and drafting of a bill.

This section also details out how subcommittee decisions are taken, the assigned tasks, the scope of the authority and responsibility of members. Finally, it sets out deadlines and perhaps the mode of communication of the final report.

7. Findings/Results:

- This section presents the main findings or results of the report. It should be organized logically and may include tables, charts, graphs, or other visual aids to support the data. The findings should be objective, supported by evidence, and directly related to the research objectives.

8. Discussion:

- The discussion section interprets and analyzes the findings in relation to the research objectives. It provides explanations, identifies patterns or trends, compares results with existing literature or benchmarks, and discusses any implications or limitations of the findings.

9. Recommendations:

- In this section, specific recommendations are provided based on the findings and analysis. Recommendations should be practical, actionable, and directly linked to the research objectives. They may include suggestions for improvement, strategies for implementation or areas for further investigation.

10. Conclusion:

- The conclusion summarizes the key points discussed in the report, emphasizes the significance of the findings, and reiterates the main recommendations. It should be concise and leave a lasting impression on the reader.

11. References:

- The references section lists all the sources cited within the report. It should follow a specific citation style such as APA, MLA, or Chicago, depending on the requirements of the organization or institution.

12. Appendices:

- Appendices include any additional information that is relevant but not essential to the main body of the report. This can include raw data, detailed calculations, survey questionnaires, interview transcripts, or any other supplementary material.

Note:

This is a general format meant to be a mere guide. It can be adjusted based on the specific requirements of the report or of the subcommittee.

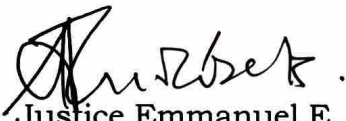
Made this 4th of October 2023



Yada Hashim Williams
(Chairman)

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Commissioner



Justice Emmanuel E. Robert
(Nominee of the Chief Justice)

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Commissioner



Osman Kanu esq.
(Nominee of the Attorney General
& Minister of Justice)

-

Commissioner



Emmanuel Saffa Abdulai
(Nominee of Faculty of Law,
Fourab Bay College, University of Sierra Leone)

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Commissioner



Dr. Abu Bakarr Bangura
(Representative of the Sierra Leone Law School)

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Commissioner



Michael Charles
(Nominee of the Sierra Leone Bar Association)

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Commissioner