

# Paranormal Resource Alliance

## Guidelines for Report Writing

Investigators should prepare detailed written reports that describe each investigation and its findings, particularly for investigations that are conducted at the request of a client. Complete reports provide the information that clients need to understand and possibly respond to paranormal activity, and provide a permanent record of the investigation.

The information to be included in a report may differ depending on the goals of the investigation, the location of the site, and the agreement with the client, if any. However, in general, complete reports should include most of the following elements:

- Written site location information including street address, city, county, and site; information regarding the area surrounding the site is also often useful, as are maps or aerial photographs of the location (obtained from Google);
- Any necessary historical background information obtained from the client and other sources, including interviews, property ownership searches, and media archive searches;
- Depending on the nature and purpose of the investigation, site diagrams indicating the location of collected evidence and personal experience. These may include diagrams of both the external and internal features of the property:

External - scale; north arrow; locations of property boundaries, buildings, structures, any water features, utilities; and identification of all adjacent property owners and land usage,

Internal – scale; room by room features, including windows, doors, electrical outlets and other electrical and HVAC features; and the locations of baseline readings and anomalies;

- A description of local geologic, hydrogeologic or other environmental conditions that could influence the collection of data;
- A description of the site and adjacent property for the existence of any man-made features that might influence the evidence collected such as power lines, landfills, railroad tracks, and major highways;
- A chronological listing of any previous owners who may have experienced paranormal activity, with details regarding ownership since the property was originally developed from pristine land when possible;

- A summary of all previous and ongoing paranormal investigations, and copies of all associated reports and data in public records or within the custody or control of the paranormal investigation organization or affected party;
- Details of any known conditions or findings which may affect the validity of data, including but not limited to background EMF detection, environmental factors (such as drafts around windows, doors and chimneys, meteorologic and atmospheric conditions, solar radiation), extraneous noises created by living humans or animals, equipment malfunctions, or other quality control data;
- Methods, locations, and justification for data collection points for all media sampled, including all stationary camera and other measurement device locations;
- Procedures for assuring the quality of data that are collected;
- Equipment and materials used (listed by brand and model), including information regarding equipment and materials that could be of use to other researchers;
- A narrative description of how the investigation was conducted, including a discussion and justification of any data collection methods that are experimental or unusual within the paranormal community;
- The results of the analyses of the data, in clearly expressed terms, with reference to particular specimens of audio, video, or photographic evidence that are included with the report.

Typically, a CD of audio evidence and/or a DVD of video evidence accompanies the written report.