

## **Project Writing Instructions:**

Reports should be typed, and printed out. In your data analyses, RAW AND UNINTERPRETED COMPUTER OUTPUT IS UNACCEPTABLE. You should have a caption by every figure and table that describes it and tells briefly what you see.

When writing “professional reports,” it may be helpful to pretend that you are writing up the results of your data analyses for someone who has paid you to analyze the data. Remember that even that best data analysis is worthless if your reader cannot understand it. The following are suggested format of your report.

Your project will consist of six parts: summary, introduction, material and methods/survey design, results, conclusions and appendix.

**Summary:** In this section, you will describe the results of the analyses. The summary should state the problem concisely, show what you found, and briefly interpret the results. A good rule to keep in mind is that a person who has only had an introductory statistics course should easily be able to understand the summary and grasp the results of your analysis.

**Introduction:** Give the background of the problem, with more detail than in the summary. State the goals of the study. At the end of this section, tell briefly what you plan to say in subsequent sections.

**Material and Methods/ Survey Design:** A brief description of how the data were collected and what kind of statistical tools you want to use to address the problem you stated.

**Results of the Analysis:** In this section, tell the reader what you found and how you found it. You may need to paste some outputs (not the raw output) from your code work to facilitate your explanation. For example, you may include a table of the results of svymean in the text. Organize the section to tell the story you uncovered. Interpret your results. Report any strange features of the data. Be sure that you address each of the study goals.

**Conclusions:** You should provide interpretation of the statistical results throughout the report and rehash the main results concisely in the conclusion, using different wording than the summary. You may also include ideas you have about future studies.

**Appendix:** Contains the technical details and plots not found in the Results section that you want your readers to know. Also include your R/SAS code in the Appendix.