Checklist for report writing (Layout/Structure Only)

Layout
- Should be using the Turing TeX template and Turing corporate design
- Where colours are used, it should be made sure that greyscale prints are still readable

Tables and Figures
- Tables, Figures should be in manuscript (not in appendix), have full descriptive captions, legends if necessary.
- All tables, figures should be referenced in-text.
- Table captions should state: what the table is about; what are rows; what are columns
- Figure captions should state: what the figure is about; all figure elements should be explained in the caption
- For tables/figures in panels, e.g., grouped visualization, scatter plot matrix, etc. Caption should state meaning of panel ordering, explain rows, columns, etc.

Must-have sections, section structure
- There should be an executive summary, right at the start. It should be technically correct, but readable by a non-data-scientist.
- There should be a section which explains in technical detail how the data scientific approaches were obtained from the domain questions, and what these are.
- A section which explains the data tables that were available: for each table, sample size, rows (samples), columns (variables).
- Optimally, there is a section on exploratory data analysis (EDA).
- A longer section on limitations. It is a good idea to split this into "data limitations"
- A section on future work – what would the group suggest to do if follow-up happens?
- Further sections (usually in the middle) should describe the different approaches. It is a good idea to not split or order these by individuals, but by scientific approach.

Acknowledgments and crediting
- All contributors should be acknowledged with a short description of their contributions.
- The challenge PI should also be credited with preparing and guiding the challenge, even if not present during the week (assuming the challenge PI indeed contributed in this way).