UNIVERSITY OF EDINBURGH

SCHOOL OF MATHEMATICS

Statistical Consultancy

StCon: Report Writing — Guidance on Presentation **Semester 1, 2019–2020**

The following points give guidance on presentation when preparing reports on statistical analyses and projects.

- A report should include the name of the course, a **title**, the **name of the author** and the **date of submission**.
- The presentation should be coherent and neat, e.g. reports should be prepared in LaTeX.
- Reports should be divided into clearly-titled sections, and include

  (i) an introduction, describing the data and the purpose of the study for which they were collected;

  (ii) an account, usually in more than one section, of the statistical methods you have applied and any numerical or graphical results;

  (iii) a statement of conclusions related to the purpose of the study and aspects of the data you have been asked to investigate.

- R and similar commands should not be included unless they are specifically requested: if you need to include a sequence of commands it might go in an appendix.
- Computer output from statistical packages should be reproduced very selectively and with appropriate explanation.
- Graphs and tables should be well labelled with titles, axes and units of measurement where relevant. It should be possible to understand them independently of the text. If more than one graph or table is included they should be numbered, e.g.
  Figure 1: Scatterplot of concentration against time interval,
  Figure 2: Scatterplot of log of concentration against time interval,
  Figure 3: Scatterplot of log of concentration against log of time interval, etc
  The figures (or tables) should then be referred to in the text, e.g.
  'In Figure 1 we can see that . . . but Figure 2 shows . . . .'
- Any notation required should be defined and be used consistently.
- Collaboration with other students is encouraged, but the report should be *your own* work.