**Personal Data Visualization Checklist**

Rate each guideline by checking the most appropriate number, where 2 points means the guideline was fully met, 1 means it was partially met, and 0 means it was not met at all. n/a should not be used frequently but reserved for when the guideline truly does not apply.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **2** | **1** | **0** | **n/a** |
| **Access labels are complete and legible**  -Labels are free of symbols, appropriately spelled, no unintentional abbreviations. |  |  |  |  |
| **Labels are used sparingly**  -Labels used are informative and not redundant. |  |  |  |  |
| **Grid lines present when necessary**  -Grid lines muted, and present when precision is needed. |  |  |  |  |
| **Colors used for display in difference in data**  -Color is used to point out differences and not needlessly distracting. |  |  |  |  |
| **Proportion of graphics does not distort the data**  -Axis starts at same point, proportionate, and not misleading. |  |  |  |  |
| **Axes do not have unnecessary tick marks**  -Tick marks used to identify precision only |  |  |  |  |
| **Appropriate level of precision**  -Topic of chart does not have decimal precision when overall idea is large scale. |  |  |  |  |
| **Usability compared to Data Ink Ratio**  -Chart is readable without unnecessary graphics and information. |  |  |  |  |
| **Aesthetic Elegance – simplicity of design compared to complexity of data**  -Design is simple and straightforward. |  |  |  |  |
| **Avoid unnecessary junk**  -No unnecessary images, numbers, labels, graphics, animation |  |  |  |  |
| **Considered Color blindness when selecting color pallet**  -Avoid Red Green predominate color scheme |  |  |  |  |
| **Charts are simple to read**  -Information is close together and eyes do not need to move around to read the chart and data is intentionally ordered. |  |  |  |  |
| **Chart Titles are short and descriptive**  -Titles make sense and relate to information on chart. |  |  |  |  |
| **Text size is hierarchical and readable**  -Title are larger than annotations, which are larger than labels, which are larger than axis labels, which are larger than source information. |  |  |  |  |
| **Text sufficiently contrasts background**  -Text is easy to see |  |  |  |  |

**Guideline** **Rating**

\*Checklist influenced by <https://stephanieevergreen.com/updated-data-visualization-checklist/>