

COS30045 DATA VISUALISATION

DATA VISUALISATION PROJECT GUIDE HINTS AND TIPS



DATA VIS PROJECT

SUBMISSION GUIDELINES

Weight: 65%

Due Date:

- check canvas

Submit:

- Data Visualisation Process Book as a [PDF](#)
- Link to live [Website](#) (appears on title page of Process Book)
- [Code](#) (in appendix)

This is a overview of requirements for the Data Visualisation Project.

In this overview we will go over the sections of the Project and show examples of past student work.

DATA VIS PROJECT

INTENDED LEARNING OUTCOMES

1. Critically evaluate data visualisations and propose improvements based on an understanding of human perception and cognition and data visualisation design principles.
2. Apply a structured design process to create effective visualisations.
3. Conceptualise and iterate data visualisation designs using sketching and low fidelity prototyping techniques.
4. Create web-based interactive data visualisations using a real-world data set.

VISUALISATION PROJECT TOPIC - SUSTAINABILITY: ENVIRONMENT IN CRISIS



<https://www.theguardian.com/world/gallery/2013/sep/10/bushfires-sydney-suburbs-in-pictures>

Must be in topic domain!

Swinburne is committed to helping individuals and society work towards a more sustainable future. In this Project you will be designing and building a visualisation to help us realise this ambition. In particular we would like you to focus on visualisations of recent and/or ongoing environmental issues. Your visualisation might be aimed at any one or more of the following:

- ▶ helping people understand the size and/or impact of adverse environmental events
- ▶ helping people understand their personal impact on the environment
- ▶ helping people minimise their contribution to environmental issues

TITLE PAGE

Unit Name

Assessment Name

Title of Project

Student Name and ID

Due date

Link to website

Data Visualisation

COS30045

**Sustainable Fishing around
Australia**

*[Student name and ID]
[Due date]*

<https://mercury.swin.edu.au/cos30045/>

TITLE PAGE

Unit Name

Assessment Name

Title of Project

Student Name and ID

Due date

Link to website

COS30045: Data Visualisation

Process Book:

ANALYSING MENTAL HEALTH AND DISORDERS



[Student name and ID]
[Due date]
[website link]

TITLE PAGE

Unit Name

Assessment Name

Title of Project

Student Name and ID

Due date

Link to website



CHILD MORTALITY PROJECT PROCESS BOOK

Website link- <https://> [REDACTED]

[Student name and ID]
[Due date]

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- Choose a style that is easy to read
- Use page numbers

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- Use Heading styles



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1 INTRODUCTION

- Background and motivation
- Project Objectives
- Schedule

- Give the reader some background to the topic domain (i.e., what will they need to know to understand your visualisation and why it is importance)

1.2 Project Objectives

The goal of this project is to make it easier for people to discover laptops that suit their needs.

To accomplish this, I will visualise laptops using a parallel coordinate chart and make the website available to users via the internet.

The website will let users:

- Easily compare laptops on many relevant factors such as power, weight, size and price
- Understand the relative strength of different hardware (i.e. A i9-9980 cpu is more powerful than a i7-9750 cpu)
- View laptops without being overtly influenced by the presence of brand advertising, a problem which plagues all commercial retailers in Australia.

1.2 Project Objectives

The primary objectives of my visualisation are the show the following data:

- The **Location** of where different species of fish are caught around Australia
- The **Sustainability status** of different species of fish caught around Australia
- The **Catch Size** of different species of fish at the locations that they are caught around Australia

The benefits of completing all of these objectives in one comprehensive visualisation is that anyone looking to fish a particular location or for a particular species will be able to easily access data and interpret that could tell them the **likelihood of their catch** (Catch Size) and the **effect of their catch** (Sustainability) on the Fish Stocks of that area.

This visualization could be helpful to **Fisheries** or **people who like to fish as a hobby** to help them answer the following questions:

- **What is Australia's current situation when it comes to fishing sustainability?**
- **What parts of Australia are more sustainable to fish?**
- **Which species of fish are more sustainable to catch?**

- What questions will your Vis answer for the user?
 - Questions, Data and Visualisation design must all match!
- Help your reader see the link - don't make them figure it out for themselves!

2 DATA

- Source

- Data Processing

- Clearly explain the characteristics of the data
- Clearly show the steps in processing/transforming the data

The screenshot shows a PowerPivot table with columns: ACCIDENT_ID, Year, LGA_NAME, Region_Name, Postcode_No, Num_Killed, and Num_Injured. The data includes rows for Falls Creek, French Island, Lake Mountain, Mount Buller, Mount Baw Baw, Mount Hotham, and Alpine regions from 2006 to 2009.

Figure 2: Usage of relation functions to summarise and simplify data into new calculated fields.

- Using functions and relationships to form a single table with relevant fields.
 - I used PowerPivot for Excel to manipulate the data into one relevant table using relation functions. I retrieved the year from the ACCIDENTDATE field, the number of people killed from the NO_PERSONS_KILLED field, and the number of people injured by adding NO_PERSONS_INJ_2 and NO_PERSON_INJ_3 fields from the Accident dataset.

Three calculated tables are shown:

- Count of ACCIDENT_NO:** Rows for Falls Creek, French Island, Lake Mountain, Mount Buller, Mount Baw Baw, and Alpine regions from 2006 to 2019.
- Sum of Num_Injured:** Rows for Falls Creek, French Island, Lake Mountain, Mount Buller, Mount Baw Baw, and Alpine regions from 2006 to 2019.
- Sum of Num_Killed:** Rows for Falls Creek, French Island, Lake Mountain, Mount Buller, Mount Baw Baw, and Alpine regions from 2006 to 2019.

Figure 3: The three calculated tables that contain the count of each attribute by LGA and Year.

- Correcting LGA names to correspond to the VIC LGA JSON file.
 - As the LGA names in the dataset do not all correspond to the names used in the VIC LGA JSON file, I had to change them to match, otherwise, the data would not load properly. I created a spreadsheet where I could manipulate the LGA names. I then corrected the

Note:

- Figure captions! All figures and tables must be numbered and captioned

names for any LGAs that did not match the JSON code (highlighted) and then used a PROPER function to convert the text case to match the LGAs in the code.

A table titled 'Original LGA' lists LGAs with their original names. A second table, 'LGA Name Correction', lists the same LGAs with their corrected names. A third table, 'LGA Case Correction', lists the corrected names again. A formula in column C is shown: =PROPER(B2).

Figure 4: LGA Name Correction to match JSON file.

- Prepared tables for CSV extraction and filled in blank cells.
 - Before extracting the data into a CSV file, I created 3 spreadsheets and copied the data and corrected LGA names into each. Blank cells were filled with zeros to prevent errors which were done by performing by using the Find & Select function (Go to special -> blank -> Function: =0 -> Ctrl + Enter). The years were changed to have a 'Y' at the beginning so it can be referred to in JavaScript.

Three Excel tables show data for Falls Creek, French Island, and Alpine regions, with columns for years from 2006 to 2019 and various numerical values.

Figure 5: Example of one of the final spreadsheets in the Excel file after final processing.

- Exporting the final manipulated data tables as CSV files for the three different data variables.
 - After each final Excel spreadsheet table was finalised with its data processing, they were each exported as a CSV file. The data was now in **ordinal** format post the data processing.

Three CSV files are shown, each containing data for Falls Creek, French Island, and Alpine regions across years 2006 to 2019.

Figure 6: The final three CSV datasets used for the Choropleth visualisation. (zoom-in for larger image)

- Creating an additional dataset for bar chart summary statistics.
 - Using the grand totals from the PowerPivot tables in step 4, I was able to combine the tallies of the total accidents, injuries and deaths of each year and into a dataset for the bar chart visualisations. This was hardcoded as arrays in the bar chart code later.

A CSV file with four columns: Measure, y2006, y2007, y2008, y2009, y2010, y2011, y2012, y2013, y2014, y2015, y2016, y2017, y2018, y2019. Data rows include Accidents, Injuries, and Deaths for each year from 2006 to 2019.

Figure 7: Fourth Dataset used for the bar chart visualisations displaying total accident, injuries and deaths each year.

2 DATA

- Source
- Data Processing

- Clearly explain the characteristics of the data
- Clearly show the steps in processing/transforming the data

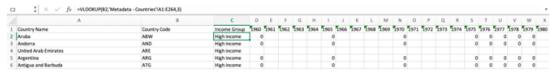
Data Processing

This dataset will only require some basic transformation to enable visualisations to correctly display the data, this will involve basic excel procedures and the use of simple functions such as average. In order to answer some of the questions identified under project objectives, a few calculated fields will need to be made, such as the percentage of mobile subscriptions of the total population, this will utilise excel functions and transformations between two datasets.

Data Transformation

The first step in preparing the data for visualisations was to remove the unnecessary data attributes from the excel workbook, the indicator Name and Indicator Code was removed since it has no relevance in our application.

The next step was to add in an extra column for the income group of each of the countries, this new attribute is Categorical (Text). A VLOOKUP excel formula was used to retrieve the associated 'Income Group' value from the related 'metadata-indicator' sheet using the 'Country Code' as the lookup value.



Country Name	Country Code	Income Group
India	IND	Low income
China	CHE	Low income
Argentina	ARG	High income
United States	USA	High income
Bolivia	BOL	High income
Angola and Burkina	ATG	High income

The next step was to make a copy of the dataset, while only copying the Data from 1995 to 2017. In order for the year attribute names to be used in JavaScript, they had to be converted from a number to text. This was done by changing the first value (1995) to (Year1995) and then filling the rest of the columns using excels automatic fill function which continued to (Year2017). The resulting dataset is seen below and was exported as a csv file, for use with the D3 library for the Map Visualisation.



Data Source

The data used for this visualisation will consist of mobile cellular subscription data from 1960 to 2017 sourced from the world bank organisation. This data is in tabular form and consists of the following attributes;

Attribute	Description	Type
Country Name	This field contains the name of the country for the subscription data.	Categorical (Text)
Country Code	This is a unique 3 letter identifier of each country and is referenced in a separate dataset, with data regarding the Region and Income group.	Categorical (Text)
Indicator Name	This field contains the name of the indicator from world bank.	Categorical (Text)
Indicator Code	This is a unique code that represents the indicator in a separate dataset, containing the full description.	Categorical (Text)
Year[s]	These attributes range from 1960 to 2017 and contain the subscription number for each country.	Ordinal (Number)

Within the same dataset, a separate sheet named 'metadata – countries' is present and contains the following information;

Country	This field contains the name of the country for the subscription data.	Categorical (Text)
Region	This field contains the geographical region of the country. E.g. North America or South Asia	Categorical (Text)
Income Group	This field categorises the country based on overall income, there are 4 groups: Low Income, Lower Middle Income, Upper Middle Income & High Income.	Categorical (Text)
Special Notes	This field contains a variety of extra details/notes on the source of the data and what is included/excluded	Text

- Show the reader you are confident in handling the data

3 REQUIREMENTS

- Must have features
- Optional features

- Clearly written and numbered
- Include visualisation features and interactive features

Requirements

Must-Have Features

In a typical visualization, there are features that need to be included in order for users to understand what we are trying to show. The list of features is as explained below:

- 1) **Title:** It is used to tell users what kind of data we are presenting through our visualizations so that the information makes sense to the users
- 2) **Axes & Scales:** Used x-scale and y-scale are used to describe the independent and dependent variables in a visualization. The marks on the axes are used in relation to the units used (e.g. for year attribute, a single mark represents one year)
- 3) **Axes Labels:** Important so that users know what the axes represent.
- 4) **Legend & legend keys:** Depending on the chart type, legend keys provide users a symbol that represents a type of graph so that they have a better understanding of the chart that they are viewing.
- 5) **Color:** Visualizations should have colors that communicates a meaning so that the message can get across by just looking at the color (e.g. red means negative result while green means positive result)
- 6) **Brief explanation:** Not all audiences will understand how to read or use a visualization, therefore it is best to have a brief explanation on how to use and read the data.

These must-have features are included in all of my visualizations. Creating a visualization without these features would be considered a project failure as there is no point having a visualization if the audience do not understand how to use it.

1) **Mouseover text:** For example, in a line plot, data of a plot will be displayed on the screen when a plot is hovered over. This allows users to find out the actual data instead of estimating based on the scale on the axes.

2) **Transitions:** Allows users to focus on the data that they hovered over so that their attention is brought to what is being presented.

3) **Buttons:** Useful especially when multiple charts are included in the same axes. It allows users to navigate between the charts so that they can choose which charts to display and hide.

These features were also included in my visualizations to add interactivity that will more likely allow users to understand and focus on the data better.

3 REQUIREMENTS

- Must have features
- Optional features

- Clearly written and numbered
- Include visualisation features and interactive features

3.1 Must Have Features

Initially, the following is a list of features that are must have and the project would not progress without these requirements:

- Average Litre of alcohol consumption per capita (15+) for each country over some period such as:
 - Throughout all the year
 - The past 30 years
 - The past 10 years
 - The past 5 years
- The litre of alcohol consumption per capita for each country for every year
 - To create a timeline for each country
 - Gain insight and trend for each country related to alcohol consumption

- Interactive graph
 - Include animation and transition of graph
 - Using buttons and clicking in the graph
- Validation of visualization
 - As a feedback for the visualization created and to assess the project prototype
 - Can produce a better outcome that is related and meaningful

The planned optional features are included in the final visualisation but some of them are altered and here is the list of the optional features that are included:

- Interactive Graph
 - Transition of graph
 - Tooltip and outline on hover
 - Use of buttons to filter
 - Clicking graph after-effects

3 REQUIREMENTS

- Must have features
- Optional features

- Don't include 'usability' requirements unless you plan to test usability!

3. Requirements

3.1 Must-Have Features

Following are some features which the project must have:

- Users shall be able to access the visualizations via a web page.
- User shall be able to find answers for all questions in part 1.2.1.
- Users have the opportunities to interact with the visualizations such as selecting type of the population in which the unemployment rate represented, select year of displaying unemployment rate, viewing details of the elements in the charts (circles/line) by hovering the mouse over it, and select the country to be highlighted from the line chart for easier to compare unemployment rate in different countries.

All above features have been achieved in the website I've designed.

3.2 Optional Features

Following are some features which are nice to have:

- The web design is easy for users to use and explore.
- Effectively communicate with users about the significant data/events.
- Colors for different group of elements are in good contrast so that users can distinguish in the visualizations.

These features were not fully achieved before the first usability test: some circles representing unemployment rate of the countries are too small make it difficult for user to find detailed information; group the lines in the line chart by continent which the country belong to by color of the line make users confuse because there are too many lines of different color in the chart; story telling written in words is not effectively draw users attention. These findings were considered in to improve visualizations' usability. As a result, users are satisfied with the visualizations in the second validation test.

3 REQUIREMENTS

- Must have features
- Optional features

- Don't include 'usability' requirements unless you plan to test usability!

From the 2 open answers question, the chart is included below to summarise the opinion and feedback that the participant gave.

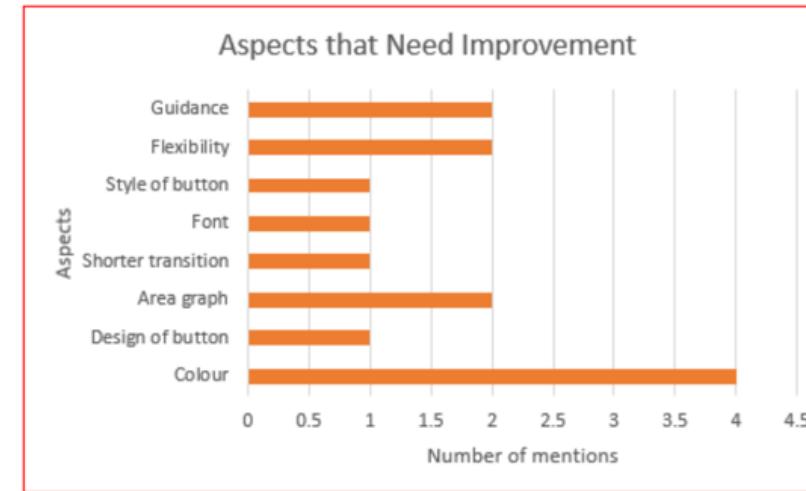


Figure 22 – Areas of Improvement from Open Answer Question Response

Those aspects in the chart above shows the ones that are mentioned by the participants and the number of mentions is used as a qualitative value and will be used as the reading for this section. It can be seen that colour aspect has the highest reading and followed by area graph, guidance and flexibility aspects. Therefore, these are the aspects that needs improvement.

4 VISUALISATION DESIGN

- Demonstrate the design process
 - low fidelity prototyping (sketches)
 - iteration
 - use of design guidelines

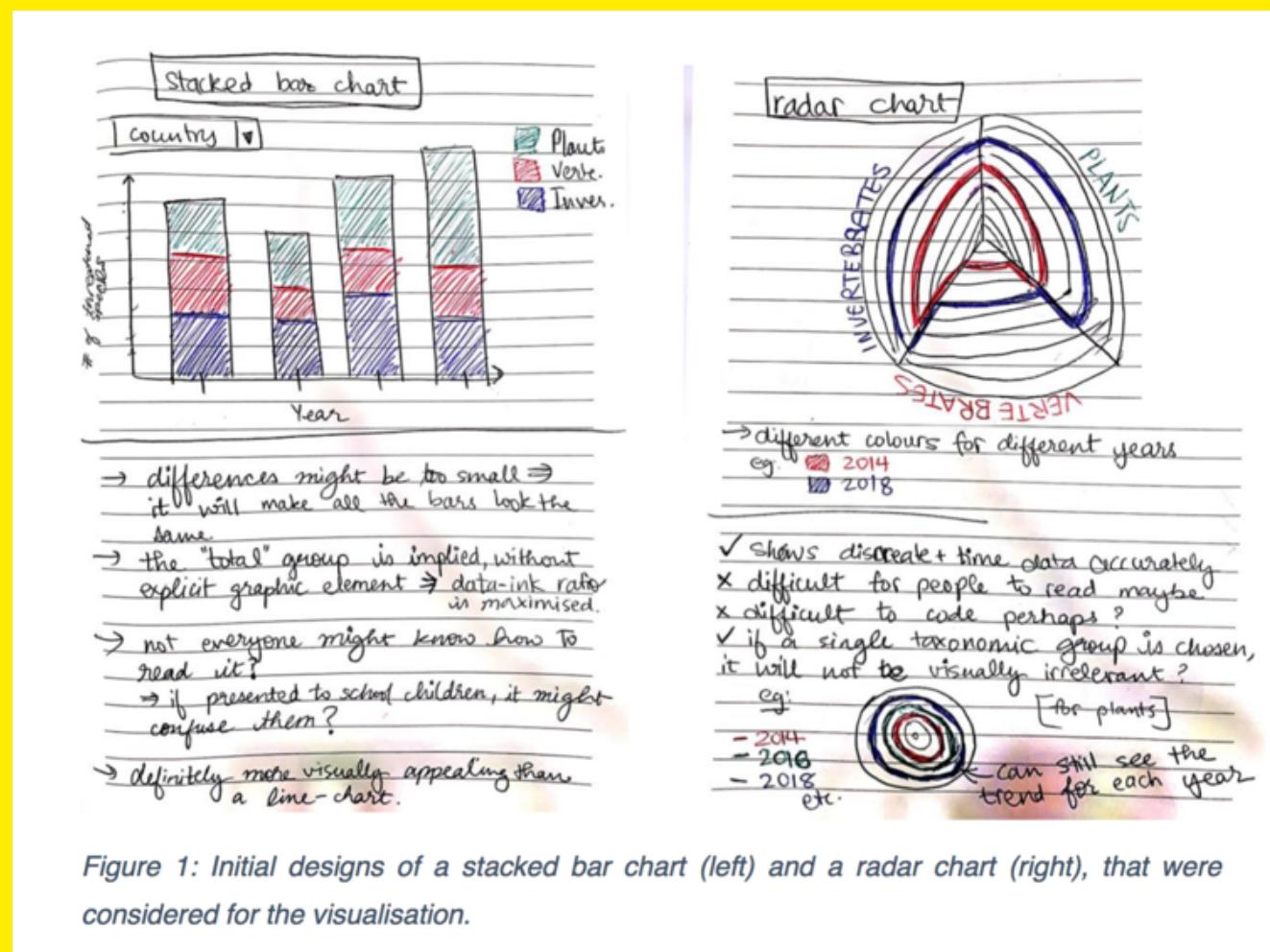


Figure 1: Initial designs of a stacked bar chart (left) and a radar chart (right), that were considered for the visualisation.

4 VISUALISATION DESIGN

- Demonstrate the design process
 - low fidelity prototyping (sketches)
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 - use of design guidelines

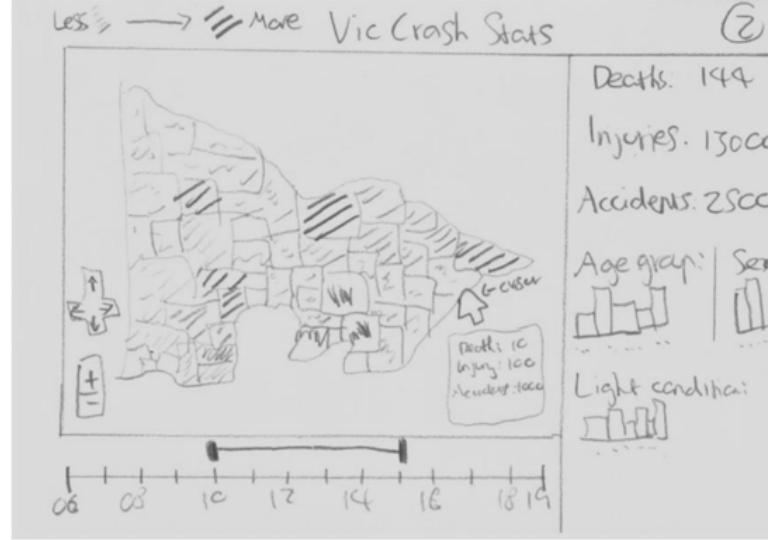


Figure 9: Visualisation Design 2

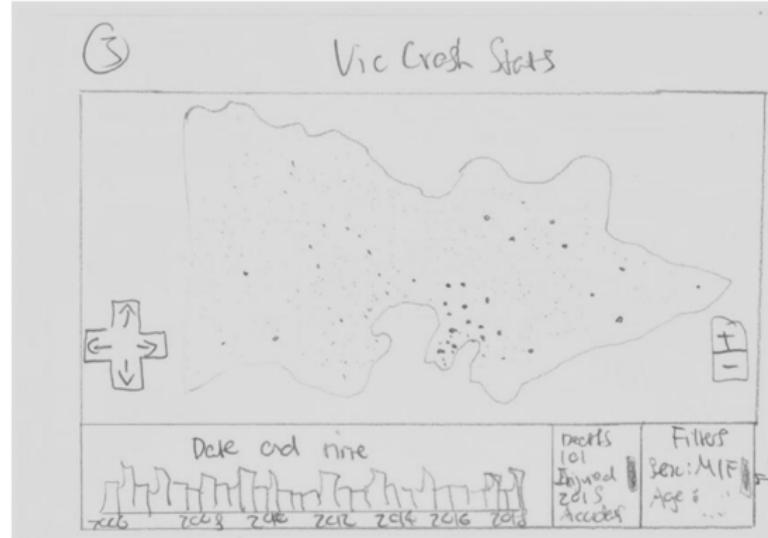


Figure 10: Visualisation Design 3

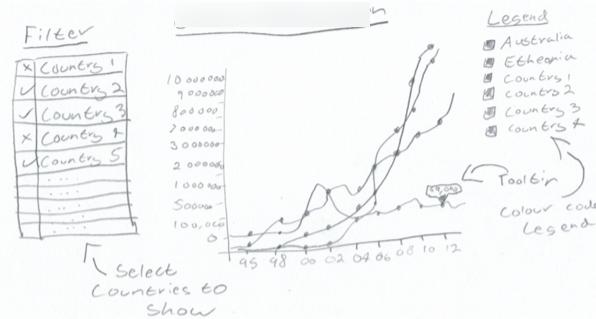
4 VISUALISATION DESIGN

- Demonstrate the design process
 - low fidelity prototyping (sketches)
 - iteration
 - use of design guidelines

Visualisation Design

Proposal

Multi-Line Chart

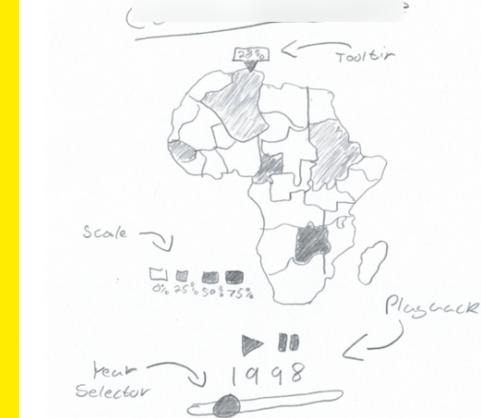


This line chart is an effective method of showing continuous data to show the changes in mobile phone subscription rates over time across multiple countries. The cellular subscriptions are treated as quantitative data and encoded through the position of data points on the line/scale. The line chart should include data points with tooltips for user interactivity, allowing users to reveal the exact data value for that point. In addition, the user should be able to filter out countries using a table/selection tool, there should also be a colour coded legend to identify the different line series.

Bar Chart



Map Choropleth



This map visualisation would show the percentage for the different states in each country by altering the colour saturation (Darker colours indicate higher number). This visualisation should also have the ability to scrub through the years, displaying data over time using the slider as well as the automatic playback with pause functionality. Data tooltips should also be integrated to enable the user to see the exact value represented by the colour. A scale should be included to give the user context for the colour saturation.

4 VISUALISATION DESIGN

- Demonstrate the design process
- low fidelity prototyping (sketches)
- iteration
- use of design guidelines

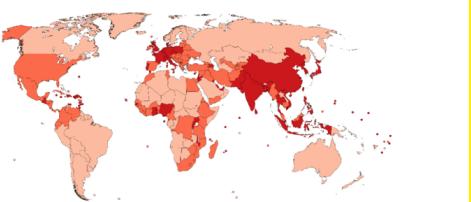


Figure 8: Design for total unemployment rate visualization using heat map

The design for total unemployment rate visualization using bubble map is displayed in figure 9. Similar to the heat map design, this bubble map allows users to easily determine countries which are neighbors to make comparisons. The unemployment rate is encoded by circle size so the effectiveness of displaying unemployment rate variation is acceptable.

Select year: 2010 2011 2012 2013 2014 2015 2016 2017 2018

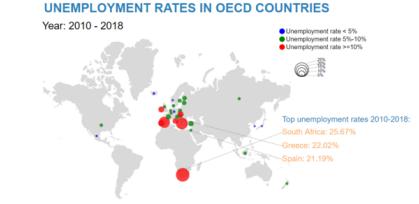


Figure 9: Total unemployment rate visualization using bubble map

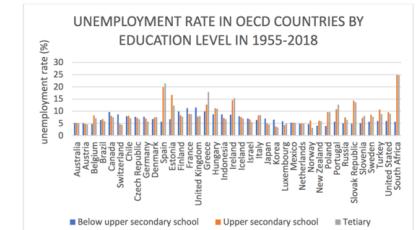


Figure 10: Unemployment rate by gender/educational level line chart design

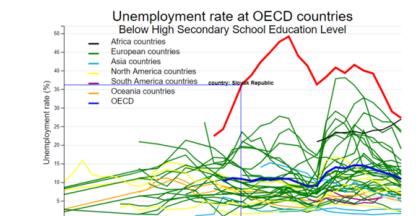


Figure 11: Unemployment rate by gender/educational grouped line chart design



Figure 12: Unemployment rate by gender line chart design

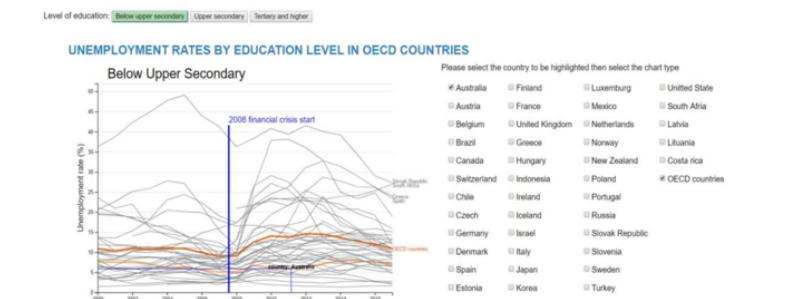


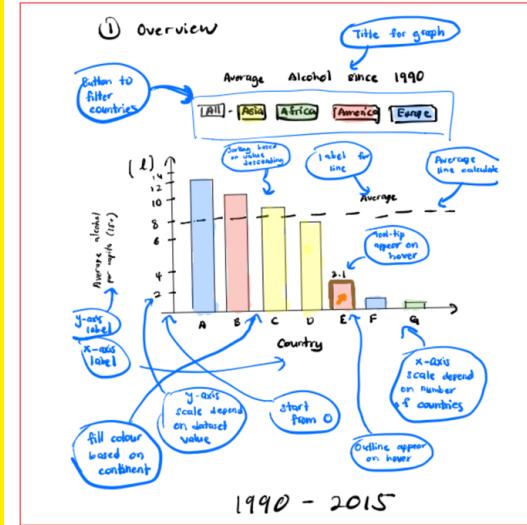
Figure 13: Unemployment rate by educational level line chart design

4 VISUALISATION DESIGN

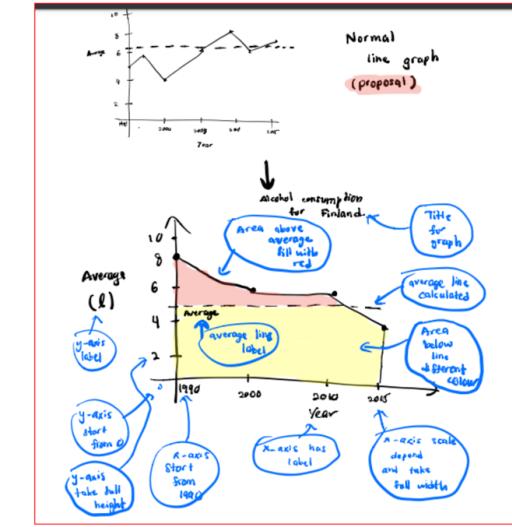
- Demonstrate the design process
 - low fidelity prototyping (sketches)
 - iteration
 - use of design guidelines

4.2 Updated Design

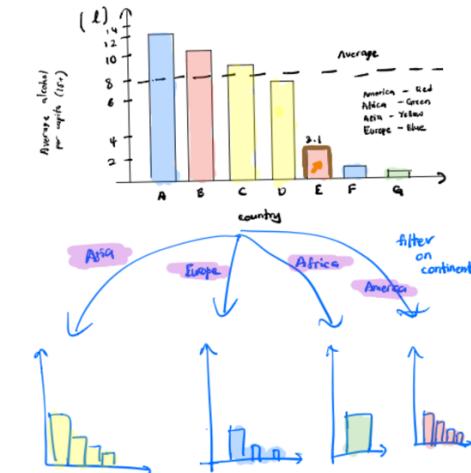
As it is decided that all the data for each country ranged from 1990 to 2015 and the average alcohol consumption are derived, the first bar graph will show each country with the associated average alcohol consumption over the year range. The figure below shows the updated design based on the initial design.



The second graph is the area chart which replaces the line graph. The change of graph from a line graph to an area chart is due to area chart can show more differences and the differences can be seen clearly.



② Sorting & Filter



4 VISUALISATION DESIGN

- Demonstrate the design process
 - low fidelity prototyping (sketches)
- iteration
- use of design guidelines

Design discussion and justification

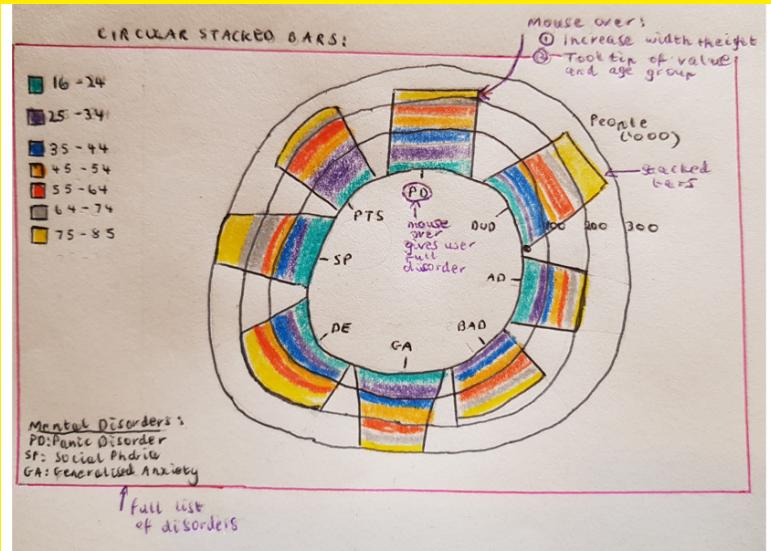


Figure 8 : Design Sketch 3

Design Sketch 3 utilises a circular stacked bar chart. This chart is unique in style however lacks interactivity for the user. The legend will be displayed on the top left corner and will be colour coordinated based on colours from Color Brewer. Ideally, there will be a sort button available for the user to press which will start from the highest/ lowest value and work its way around clockwise. However doing this may be quite difficult in d3. Since there will be little room in the inner circle, the disorders will be abbreviated and the full list will be displayed on the bottom left of the screen.

A feature that would be advantageous we be including not just the typical mouse over for each bar, increasing the size, changing the colour and displaying the value, but to have a mouse over that will display the full disorder when the user highlights the abbreviated one.

Similarly to Sketch 1 and 2 there would be transitions on page load. The lengths/ sizes of the bars help encode the data as the bigger the bar, and the closer it is to another circle, the bigger the value is.

ADVANTAGES	DISADVANTAGES
Values appear on hover, colour changes and bar becomes larger	Hard to compare values of each age group
Explores all the different types of disorders from the dataset	Doesn't explore other characteristics such as gender, smoking status etc.
Colours are used to encode the different age groups for each bar	No accompanying text to explain the graph further.
Easy to see total people suffering for each mental disorders	Overwhelming to read, no sort function
Unique and different to any other graph	Coding this d3 may be difficult

Table 4: Sketch 3 Pros and Cons

4 VISUALISATION DESIGN

- Demonstrate the design process
 - low fidelity prototyping (sketches)
 - iteration
 - use of design guidelines

Design guidelines

4.3.1 Colour Hue Combination Used

As this bar chart is used to show relationship between categorical data which in this case would be the country, having one colour hue for each country would not be neat. However, hue can be used here to represent the continents as this can make user able to differentiate the countries based on continents. The colour hue combination here is a distinctive colour selected from colorbrewer2.org. There are four continents that are classified in this visualisation, hence there would be four hues that will represent each one of the continents.



Figure 9 – Colour Code for the Hue Used

These hue colours are chosen because this combination is colour blind friendly. It means that even for those with colour blind would be able to distinguish these hues so that it does not mislead them. This is tested by using the ColorBlinding extension in google chrome where the bar chart with these hue combinations are tested with Protanopia.

Final

The final design includes a table which has an alternating highlighting to show off each laptop. Smaller tweaks have also been made to the heading and navigation bars in order to keep consistent themes.

Because price is one of the most important fields when comparing laptops, we encode the price of the laptop in the hue of the line. Gold represents expensive laptops while aqua is used to represent cheaper laptops.

As each field is brushed or filtered, the table is also filtered to only include laptops that are within the brushed area. This provides a consistent representation between the chart and the table which helps the user connect the data in the chart with the data in the table.

The brush is drawn with the same white as the y-axis to imply that it is interacting with it. We also made the brush transparent to ensure it doesn't obscure any information, while still clearly indicating the selected area.

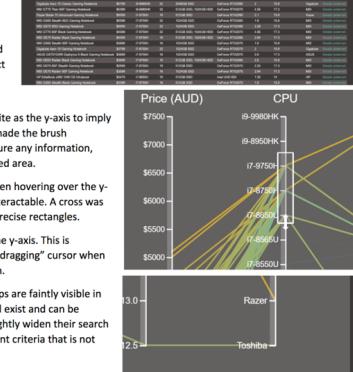
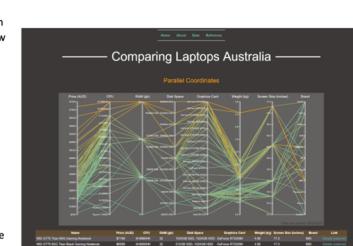
The cursor also changes to a cross when hovering over the y-axis to indicate that the element is interactive. A cross was chosen as it makes it easier to draw precise rectangles.

The brush can also be moved along the y-axis. This is indicated to the user by displaying a "dragging" cursor when the user hovers over an existing brush.

We also ensure that unselected laptops are faintly visible in the background to show that they still exist and can be selected. This can also aid users to slightly widen their search if there is a laptop close to their current criteria that is not selected.

The last updated date is displayed faintly in the bottom right of the graph since we're working with data that changes daily and will rapidly become out of date. This ensures that users do not rely on the data if it is out of date.

The table also highlights when a row is hovered to help users correlate fields of the same row.



Data last updated: 26/05/2019
Razer Blade 15 Advanced Gaming Notebook
MSI GS65 Stealth 9SG Gaming Notebook
MSI GS75 9SG Gaming Notebook
MSI GT75 8SE Black Gaming Notebook

Progress

The initial design contained a basic parallel coordinate chart with no axis or colour placed on a background image of a city. The colour scheme was chosen at random without much thought for consistent colours.

As I developed the chart, I started to play with the hue of the lines to help the user follow the lines throughout the chart.

As I started to critique each element in the site, trying to decide if it needed to exist, I opted to remove the background image and transition the site to a more modern look.

This allowed the visualisation to become the centrepiece without any additional visual noise compromising its impact.

I also restricted myself to a palette of four colours for all elements of the website other than the parallel coordinate chart.



This gave the website and visualisation a harmonious vibe and helped with readability. I tried many spacing options to get the proportions just right. The also included testing the colour and layout on different machines and browsers to ensure the chart remained consistent.

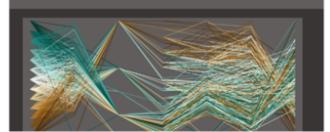
Another significant improvement was the introduction of the y-axis. This massively improved the readability of the visualisation, making it clear what each point in the chart represented.



Comparing Laptops Australia – How do we stack up?



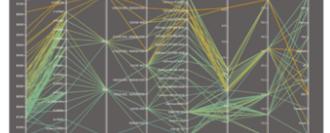
Comparing Laptops Australia – How do we stack up?



Comparing Laptops Australia – Parallel Coordinates



Comparing Laptops Australia – Parallel Coordinates



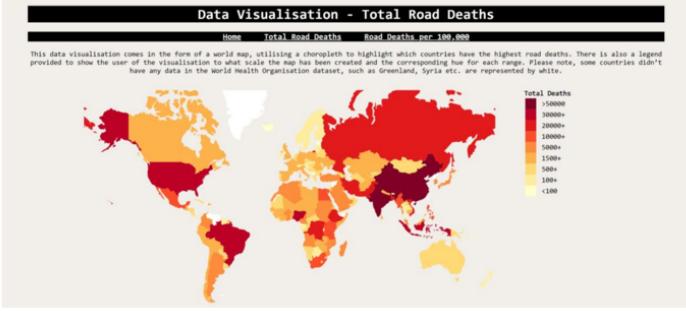
WEBSITE

- complexity (3%)
- Implementation 1(13%)
 - does it work
 - is it interactive
 - supporting context
- Implementation 2 (3%)
 - does it appear well designed

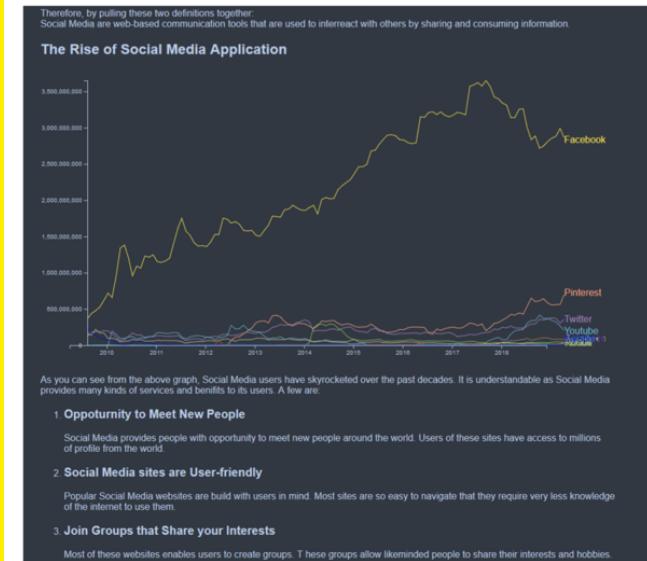
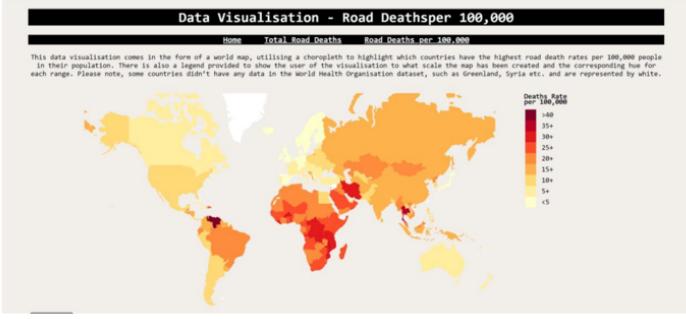
Appendix 1.1a: Index page:



Appendix 1.1b: Total road deaths visualisation page:



Appendix 1.1c: Road deaths per 100,000 visualisation page:



PROPOSAL VS PROGRESS REPORT VS FINAL REPORT

- There is only the final report!

- Do not split up final report into proposal, progress and final
- Remove references to proposal and progress report

3.0 Requirements

3.1 Must-Have Features

Proposal: (1) bar chart showing [REDACTED] over the year, (2) Line graph showing the [REDACTED] over the year, and (3) Recent [REDACTED]

Final Report: (1) a Grouped bar chart was made to show the comparison between total number of [REDACTED] over the year, (2) A multiple line chart showing different [REDACTED] and the trends, and (3) A donut pie chart showing the most popular [REDACTED]

3.2 Optional Features:

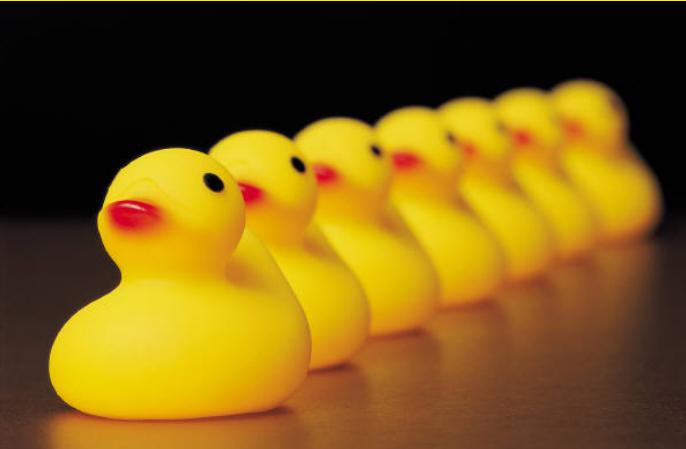
Proposal: Interactivity for all graphs

Final Report: (1) Added tooltip and legend for bar chart, (2) Added a small interactive where the lines are bold when the mouse is over the line, and (3) show the name of the messenger, along with count and percentage of the messenger.

DATA VIS PROJECT

FINAL ADVICE

Good Luck!



Keep an eye on the marking criteria

- Time spent on documentation vs time spent fixing bugs

Put some effort into presentation of document:

- make it readable
 - 1.3 line spacing
 - use nice font (not Times New Roman)
- use heading styles defined from word processor template (do not use underline as a heading style!)
- use captions on all figures and tables
- use bullet points sparingly (i.e., only for lists, otherwise use paragraphs)