

Case Studies Written Report Guideline

STA 723 Instructors

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1 The basics

Each group shall produce **one joint** written report after each case study. Unless otherwise specified, the report should not exceed **3 pages** (not including figures, tables, and appendices). It is important to avoid overly complex technical details in the main text so that your report is readable to someone with non-statistical background.

In conducting the analysis described in your report, you may communicate with other groups and seek help from the instructors, but you should **not** use web searches to find previous references to the data or earlier analyses of this specific dataset and problem. Ideally as a group you will work independently to the extent possible.

2 Report outline

The written report should consist at least these following sections:

- **Abstract/Summary** - summarize the problem and the main findings of your project.
- **Section 1: Introduction** - provide an initial description of the data, study in which it was collected and focus of the study/analysis/questions of interest.
- **Section 2: Materials & Methods** - describe the statistical approach/approaches used in the analysis, providing references as appropriate; do not present results in this section but just the methods used. You can carry out your analysis with multiple methods.
- **Section 3: Results** - describe the results of the analysis approaches described in Section 2. It may be useful to break this into subsections, such as:
 - 3.1 Exploratory Data Analysis
 - 3.2 Main Results
 - 3.3 Sensitivity Analysis

Make sure to very clearly address the questions of interest!

- **Section 4: Discussion** - comment on advantages and disadvantages of the approach taken and briefly discuss other approaches you could have taken instead.
- **Appendix** - contains any necessary technical and other material that would be good to include but may make the main part difficult to read, particularly for a non-specialist/scientist. Sections 1-4 should be as accessible as possible to a non-statistician scientist/researcher in the relevant area & should be written in a clear/concise manner.