

General Homework Guidelines

How to Properly Write and Format Your Homework

1. Always include the **SPSS syntax** you used to run your analyses. Place them right before the output.
2. You must provide **annotations** that explain how and why you did what you did and what the output means; they should be interspersed within the relevant output.
3. In your annotations, focus equally on the *process* of data analysis (what you did and why) and on *interpreting* your results. We really want you to understand how to interpret the data in light of your output.
4. Make sure you have a **one-page summary** that is in journal style. You can use Tabachnick & Fidell's write-ups as a model (if you have the book) or go to sample summaries on canvas.
5. To stay within the **page limit** for your homeworks, show only the output that is requested or that you deem essential for interpreting the data. For example, if you have multiple analyses of the same kind (e.g., bivariate plots, histograms, factor analysis runs), you can normally show the appropriate output of *one* representative variable and then only verbally describe the results of other variables.

How to Submit Your Homework

Submission will be through the **Assignments** portal on canvas.

1. Do not submit raw SPSS output files. Your enter homework file is a Word file, with graphs and table from SPSS, as well as text excerpts (e.g., syntax) and your annotations. Don't send pdf files; they are difficult to edit and comment on. If you don't use MS Word, you need to save your original file (e.g., Pages) as a Word-compatible (e.g., RTF) file.
2. Make sure that your files are compactly edited (within the page limit), well-annotated, and that you responded to all the questions in the homework instructions.
3. Name the completed file ***yourname_hw1.doc***. The naming is important so your TA knows who sent which homework.