Reporting data:

You want to be succinct, so you shouldn’t present the same values in multiple ways: if you have a graph showing some.

results then don’t also produce a table of the same results: it’s a waste of space. The APA gives the following guidelines:

* Choose a mode of presentation that optimizes the understanding of the data.
* If you present three or fewer numbers then try using a sentence.
* If you need to present between 4 and 20 numbers consider a table.
* If you need to present more than 20 numbers then a graph is often more useful than a table.

A second general issue is how many decimal places to use when reporting numbers. The guiding principle from the APA (which I think is sensible) is that the fewer decimal places the better, which means that you should round as much as possible but bear in mind the precision of the measure you’re reporting.

Finally, every set of guidelines will include advice on how to report specific analyses and sta- tistics. For example, when describing data with a measure of central tendency, the APA suggests you use M (capital M in italics) to represent the mean but is fine with you using the mathematical – notation (X ) too. However, you should be consistent: if you use M to represent the mean you should do so throughout your article.