**Data Visualization Checklist**

Rate each aspect of data visualization by ticking 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 visualization aspect truly does not apply.

The following are the Guidelines for Information Visualization Charts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Guidelines** | **2** | **1** | **0** | **N/A** |
| **Text size is hierarchical and readable**   |  | | --- | | Titles are in a larger size than subtitles or annotations, which are larger than labels, which are larger than axis labels, which are larger than source information. | |  |  |  |  |
| **Text is horizontal**   |  | | --- | | Titles, subtitles, annotations, and data labels are horizontal | |  |  |  |  |
| **Subtitle and/or annotations provide additional information**  Use them to highlight important data or answer specific questions |  |  |  |  |
| **Data are labeled directly**  Data labels should be positioned near the data rather than as legends |  |  |  |  |
| **Labels are used sparingly**  Avoid redundancy and use labels if necessary. |  |  |  |  |
| **Proportions are accurate**  Axis scales should be accurate and matches the data. Bar charts should start axes at 0. |  |  |  |  |
| **Data should be presented in an order**  Data should be displayed in an order that makes logical sense to the viewer |  |  |  |  |
| **Axis intervals are equidistant**  The spaces between axis intervals should have same distance. |  |  |  |  |
| **Graph is two-dimensional**  Avoid three dimensional displays. |  |  |  |  |
| **Display is free from decoration**  Avoid chart junk , unnecessary embellishments. |  |  |  |  |
| **Color is used to highlight key patterns**  Action colors help viewer to catch key parts of display. Less important should have muted colors |  |  |  |  |
| **Color is legible**  Choose colors so that the display is clear |  |  |  |  |
| **Colorblind friendly palettes to be used**  Avoid red-green and yellow-blue combinations. |  |  |  |  |
| **Text should contrast background**  Dark colors should be used for text with light colored background |  |  |  |  |
| **Avoid Gridlines**  Completely avoiding gridlines is good practice |  |  |  |  |
| **Avoid graph borders**  Graph should be a part a page instead of having a separate border |  |  |  |  |
| **Avoid axis lines and ticks**  Remove graph lines and ticks if not needed. Instead use labels. |  |  |  |  |
| **Avoid multiple axis**  Use only one horizontal and one vertical axis to avoid confusion. |  |  |  |  |
| **Type of graph is appropriate for data**  Data are displayed using a graph type appropriate for the data. |  |  |  |  |
| **Avoid pie charts, stacked bar plots**  Pie charts and Stacked bar plots should be avoided as they don’t convey information properly. |  |  |  |  |
| **Overall Score** |  |  |  |  |

# **References**

(n.d.). Retrieved from https://stephanieevergreen.com/updated-data-visualization-checklist/