ALL ARE COMPLETED, DO NOT HAVE APPROPRIATE OPENER TO CHECK OFF

Project Guidelines

> **Warning**
>
> Note there will be further requirements listed in the "What do I need to submit?" page on Canvas. This document provides an overview, but that page contains a complete list of what you are expected to include in your submission.

These guidelines are intentionally formatted as a list. It is recommended you check things off as you go (and before submitting) to make sure you've completed all tasks required.

- ☐ Read through the Project Guidelines.
- ☐ Come up with a topic and set of research questions your team will explore.
- ☐ Make a plan for your work. We suggested putting together your work plan ASAP.
- ☐ Locate appropriate data sources for your project.
    - ☐ Your main data source may **not** be one that we used in class. If you are interested in using data found in an R package, please consult with your instructor first.
    - ☐ Supplementary data sources may come from anywhere.
- ☐ Read in your data and perform any necessary data tidying, wrangling, and cleaning.
- ☐ Conduct Exploratory Data Analysis.
- ☐ Prepare a reproducible report.
    - ☐ Use a QMD file; the output type is PDF.
    - ☐ The report should be well organized with section headings.
    - ☐ Code should **only** be found in a Code Appendix at the end for a PDF, not in the body of your report.
        - **TIP!** The following code chunk can be added to a QMD file and will automatically build a section of code. You can use this to make your code appendix.

```
```{r codeAppend, ref.label=knitr::all_labels(), echo=TRUE, eval=FALSE}
```
```

- ☐ Describe the provenance of your data. That is, where did you get the data, who collected the data, for what purpose, who/what make up the cases.
- ☐ Describe what attributes you'll focus your analysis on (mention if they are part of your data sets or if you created them out of your data sets).
- ☐ Create multiple data visualizations (tables and figures) that assist both the team and readers in understanding the data.
    - ☐ Data visualizations should show a variety of your skills and geometries.
    - ☐ **Optional**: If your explorations and data make sense to do so, try creating a map.
    - ☐ Data visualizations should be appropriately sized–not too small and not too big.

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  - ☐ Figures and Tables should have appropriate captions and appropriately cross-referenced in the body of your report.
  - ☐ Your team must produce at least one table that is *not* a display of raw data or a listing of data cases or columns.
  - ☐ Your team must produce at least one plot/graph.
  - ☐ There should be narrative text helping readers to better understand what each visualization helps them to learn about the data and context.

- ☐ Your report should contain narrative text (beyond explaining tables and figures) that explains the overall data story or context and helps the reader make sense of what is going on. That is, Take the reader on a journey.
- ☐ You should properly cite any work you reference (including data) according to your choice of citation style. We've included files for APA7 and MLA9. If you want to use a different citation style, you will need download the CSL file from the Zotero Style Respository and include it in your team's repo.
  - **Fall Back Plan** You can also put your citations as footnotes and make your own reference list at the end of your document.
- ☐ All code should be written according to a Style Guide of your choice. List this Style Guide as a code comment in your first code chunk.
  - **Possible Style Guides:** There are several different coding Style Guides you can follow; here are a few. The BOAST Style Guide, The Tidyverse Style Guide, Google's R Style Guide
- ☐ Finalize your work and submit your report as a **PDF** to the appropriate submission portal in Canvas by the deadline.
- ☐ Plan and record your video presentation and submit a URL to your video to the appropriate Canvas assignment.