**Figures**

What does the x axis mean?

What does the y axis mean?

What are the units in each axis mean?

What do the variables represent?

What is the shape of the histogram?

What does the reader need to get out of the figure?

What conclusion or piece of the overall question does this figure answer?

**Tables**

Explain the numbers in the table

Explain the variables display

What is the reader supposed to get from this table?

Take a cell, row, or column and explain how to interpret that particular number or item in the table. That way the reader is sure to understand what is in the interior of the table.

Don’t forget to tell the reader what they should see in the table.

Do not copy tables into the conclusion. Except in R Markdown.

Code

Code should be in the appendix

Text around the code should explain what the code does, what the input are, and what the out puts are

Consider the Audience

Write the paper as if your explaining your work to an intelligent person who has no know no knowledge of your work.

Avoid jargon.

Draft, Revise, and Redraft

References

Reference anything that is not common knowledge

Title Page

Title should be descriptive of the project.

Header should contain title, date, your name.

Adapted from the Case Study Report Help website of the University of New South Wales School of Engineering: <https://student.unsw.edu.au/writing-case-study>

Case study check sheet: https://student.unsw.edu.au/report-writing-checklist