

Presenting Information

(Topic 1.2)

Report Preparation

Title page. Title in centered caps, followed by authors' name. Lower part of page should show location of study (e.g., University of Washington, Seattle campus) and date report is submitted.

Summary Page. The summary page should display succinctly all pertinent results (compiled statistics, not raw data) in an explicit fashion (perhaps a numbered or bulleted list) followed by a brief synopsis of implications of the findings.

Introduction. This is comprised of a statement of the problem and / or purpose of the investigation, specific objectives, and practical considerations.

Methods of field data collection, laboratory procedure, analyses. Describe the study area (its location and a description of the area involved (e.g., physiography, site conditions, climatic factors, etc.). Report when and under what conditions data were collected. List all variables for which data were collected, special instruments or techniques employed, illustration of field forms (if appropriate), size of crew and members, time (or expense) involved, and any special problems encountered. May include description of analysis methods, formulae employed or reference to them, and statistical procedures followed. The format here may be task specific, but in general BE NEAT!

Results and Conclusions. Presentation and discussion of results and discussion of the implications of the findings.

Appendix. First page should be a copy of the exercise. Copies of field forms and/or original raw data are included here. Examples of detailed statistical formulas or computations should also be shown. The various sections of the appendix should be designated by alphabetical divisions or by use of Roman numerals.

The entire report should be typed (word processed) with the possible exception when appropriate of portions of the sections labeled "Methods of field data collection, laboratory procedures, analyses" and "appendix."

Graph Preparation

The presence of a meaningful relationship between two variables can be quickly and clearly depicted by plotting paired values. Also, errors and abnormal values are easily detected, and minor irregularities in a relationship may often be eliminated by establishing a curve through a series of plotted points.

1. Scale units and complete identification of variables should be clearly lettered on each axis. All labels should be oriented for easy reading, i.e., as illustrated by the graph in Figure 1.
2. Plotted points should be denoted by small circles, dots, or other appropriate symbols, and weights (frequencies) should be indicated for each point (when other than 1).
3. Each graph should carry a figure number and a complete descriptive caption. Captions for figures should appear at the bottom (or FOOT) of the figure. (Note: captions for Tables should appear at the TOP of the table.)
4. If graphs are hand-drafted, freehand curves may be sketched in as guides, but all final curves should be drawn with the ruling edge of a flexible spline or French curve.

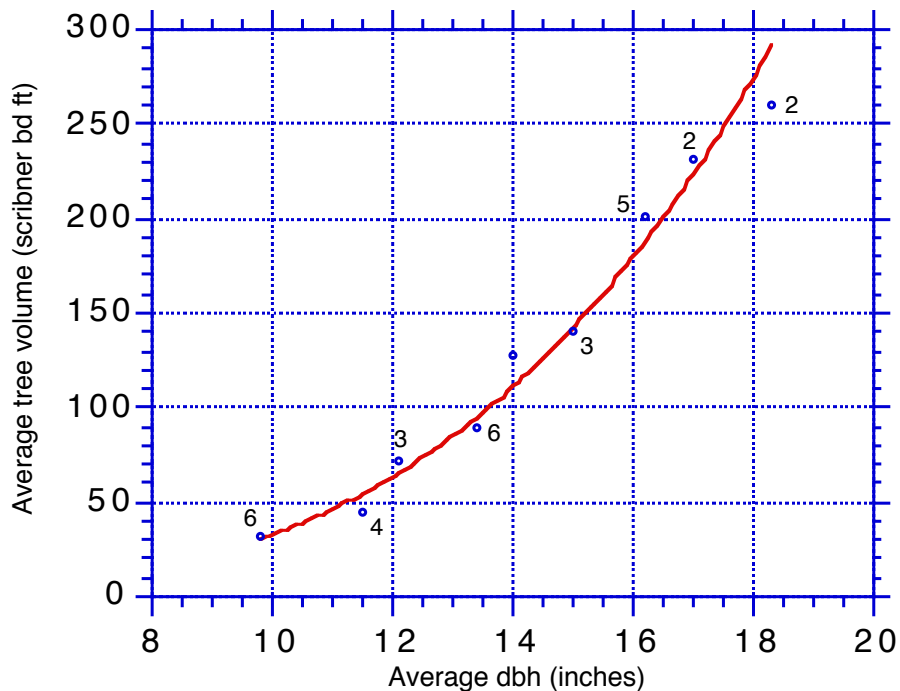


Figure 1
Graph of tree volume-dbh relationship for 32 red pine trees in Chippewa County, Michigan.

Graphs and figures should be sized at least 3 x 4 inches; any smaller hides too much detail.