

## Important Tips for Writing a Final Report

1. Use past tense.
2. Number and title all tables/figures and refer to them in the text (e.g. “see Figure X”, “see table X in Appendix X”).
3. Make sure you have a title page that follows the specified format (see sample final reports on Moodle for an example).
4. If your research question has changed, describe the new one.
5. Do not use your statistical analysis variable names in the report. Provide a clearer label (e.g. DEPALC → Alcohol Dependence).
6. Don’t write “95 (or 99%) significance level”. Instead write “significant at  $p < .05$  (or  $p < .01$ ).
7. If you do not have a table summarizing your results, you need to add them to the text. This should include regression coefficients if the DV is quantitative or odds ratios if the DV is categorical, confidence intervals, and the p-value.
  - a. For example:
    - i. Quantitative DV: “For every day students were absent, their CMT score decreased by 2.36 points ( $B=2.36$ ; 95% confidence interval= $1.47, 4.32$ ;  $p=.026$ )
    - ii. Categorical DV: “Males were significantly more likely to report alcohol dependence compared to females (odds ratio= $2.15$ ; 95% confidence interval= $1.63, 3.78$ ;  $p=.009$ ).” Or, “The odds of being alcohol dependent were over 2 times higher for men compared to women (odds ratio= $2.15$ ; 95% confidence interval= $1.63, 3.78$ ;  $p=.009$ ).”
8. Round numeric values to 2 decimal places, with the exception of p-values which should be rounded to 3 decimal places.
9. Avoid the use of causal language. Instead of “predict” use “associated with”. Instead of “effect” use “association”.
10. Be diplomatic when making suggestions. Instead of saying “The organization should collect data better”, say “The organization might consider collecting more data on...”.
11. Take a shot at stating some implications. That is, what is a potential take home message? Again, be diplomatic.
12. Some teams add a Table of Contents. Although not necessary, it’s a nice touch, especially if you’ve conducted multiple analyses.