

**Lab Project Data Report:  
Writing and Editorial Style, Formatting and Organization, and Turning It In**

Failure to follow these guidelines will result in a large reduction of your grade for this proposal. If the failure to follow these guidelines on the project proposal amounts to gross negligence, your final grade for the group project will be reduced by up to twenty percentage points.

Remember that the penalty for plagiarism is immediate removal from this class with a grade of 0.0. It is your responsibility to understand what plagiarism is and to take active steps to avoid it.

**Writing and editorial style**

You should review the comments I made on your proposal and be sure to take them all into account when you write your data report. You should not repeat mistakes on your data report that I pointed out on your proposal.

Your proposal should follow the guidelines presented in two handouts posted on Moodle:

“APA Style Reference Lists, In-Text Citations and Additional Formatting Guidelines”

and

“Writing Style Guide”

**Formatting the project proposal**

The project proposal should be organized and presented as follows:

Title page. The title page should give a title for the paper, the names of everyone who contributed to the assignment, and the date you turn it in.

The title page should not be numbered, but in principle it counts as page 1.

The text or body of the paper. The text of the paper should start at the top of the first page after the title page. The first page of the text should be numbered as page 2, and all pages of the text or text of the paper should be numbered in sequence.

List of data sources. The list of data sources should begin at the top of a new page, immediately following the body of the paper. The heading “Data Sources” should appear centered at the top of the first page of the list of data sources.

A page number should appear on every page of the list of data sources. The numbering of the pages of the list of data sources should pick up where the numbering of the pages of the text of the paper left off.

Reference list. The reference list should begin at the top of a new page, immediately following the list of data sources. The heading “References” should appear centered at the top of the first page of the reference list.

A page number should appear on every page of the reference list. The numbering of the pages of the reference list should pick up where the numbering of the list of data sources left off.

Data Appendix. The data appendix should begin at the top of a new page, immediately following the list of data sources. The heading “Data Appendix” should appear centered at the top of the first page of the reference list.

A page number should appear on every page of the data appendix. The numbering of the pages of the data appendix should pick up where the numbering of the reference list left off.

Figures and Tables. If your data report includes any figures or tables, they should go at the very end of the document (not inserted in the text of the paper at the point at which you discuss them). The figures should be labelled “Figure 1,” “Figure 2,” ..., numbered in the order in which they are mentioned in the text of the paper. Similarly, the figures should be labelled “Figure 1,” “Figure 2,” ..., numbered in the order in which they are mentioned in the text of the paper. The figures should be attached to your paper immediately after the data appendix, and the tables should be attached immediately after the figures.

There should be no page numbers on any of the pages showing figures or tables.

### **Electronic documentation**

These instructions outline the components of electronic documentation for your data reports you should post on OSF. For details on what each of these components should consist of, as well as examples of what they look like for a hypothetical project, see the sample project at <https://osf.io/he87a/>, and especially the document titled “READ\_ME\_FOR\_PROTOCOL\_2.0\_DEMO.pdf.”

A copy of each of your original data files should be posted in your group’s “Original Data” folder on OSF.

A document titled “metadataguide.docx” or “metadataguide.pdf” should be posted in your “Supporting Information” folder. If you refer to any supplementary materials in your metadata guide, you should post copies of those materials in the “Supplements” folder.

A copy of each of your importable data files should be posted in your group’s “Importable Data” folder. For every file in your Original Data folder, there should be exactly one corresponding file in your Importable Data folder.

One or more (probably more) do-files should be posted in your “Command Files” folder. These do-files should contain all the commands necessary to construct your final data file or files. In a typical case, there would be one do-file for importing or reading your data into Stata, another for doing the data processing and cleaning to create your final data file or files, and another that contains all the commands that produce the output shown in your data appendix.

***Notes about your do-files:***

--There should be comments throughout all your do-files explaining what each command (or sequence of commands, if several commands are required to accomplish one thing) is doing.

--Your do-files should not contain any commands that are not necessary for constructing your final data file(s) or creating the data appendix. So be sure to delete anything in your do-files that was just experimentation or a false start that in the end was not something necessary or useful.

--Your “Command Files” folder should contain only one version of each of your do-files (and it should be the most polished, up-to-date version). So if there is, for example, a do-file called “import.do,” there should not also be another called something like “import2.do” or “FINALimport.do.” (If you prefer not to trash old versions of your do-files—which is a good idea—you should put them in your “History” folder. I will not look at anything in that folder.)

**Turning in your proposal**

You should turn in a printed copy of your group’s proposal at the beginning of class on Friday, April 10.

Before the beginning of class on April 10, you should post an electronic copy of the proposal on your group’s OSF site. The electronic version of the proposal that you post on OSF should consist of just one file, in either Microsoft Word or pdf format. The name of the file should be “Team XXX Data Report.docx” or “Team XXX Data Report.pdf,” where XXX is replaced by the last name of the person your group is named after. The electronic version should be identical to the printed copy you turn in at the beginning of class.

The printed copy you turn in at the beginning of class will be considered the definitive version of your proposal. If you do not turn in a printed copy at the beginning of class, the assignment will be considered overdue even if you posted an electronic copy on OSF before class. If there are any differences between the electronic version and the printed version, the printed version is the one I will read and comment on, and it is the one that will be graded.

All of your electronic documentation should be posted on OSF before the beginning of class on Friday, April 10.