

# CHECKLIST

## STAT 682/686 PROFESSIONAL STANDARDS

This course is designed to introduce you to the study of real world markets and provide you with tools for analysis and modeling. Of equal importance to your analytical skills is the ability to clearly communicate your findings. Therefore, presentation will be considered in the grading of all assignments.

**Reports which do not meet professional standards may not be graded.**

The professional standards listed here, and in all other style guides for this course, represent the *minimum* of what is acceptable. You are encouraged to find good professional templates for your word processing software of choice.

- Title page is included
  - Includes name(s), date, class, group number, assignment number and title
- Font is at least 10pt
- Paragraphs are clearly separated
- Work is proofread and spellchecked
- Data is explained
  - Source
  - Variables used
  - Data frequency
  - Coverage
- Data treatment and cleaning is discussed
- Assumptions, simplifications, or generalizations are listed
- Report is written as a coherent whole
- References are cited
- Formulas are shown and explained
- Variables are given clear, meaningful names
- Units are clearly indicated
- Numerical results are presented as a table of statistics
  - Returns are rounded to three decimal places, or in fat percent, rounded to two decimal places
  - Numbers are right-aligned
- Graphics are printed in color or designed to be viewed in greyscale
- Code (in an appendix) is in a monospaced font and follows Google's Style Guide
- Pages are numbered

**Submit both a hard copy in class  
and a digital copy on Canvas**

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**Your report  
did not meet  
professional  
standards.**

There were only a few minor errors, so your report has been graded. Please take care to avoid these mistakes on your next homework.

Errors were large or plentiful (or both), so **your report has not been graded**. Please resubmit by \_\_\_\_\_.

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