

Graphing Checklist

Name: _____

What is the message (description, comparison, pattern, relationship, etc.) you are trying to communicate through your graph:

Graph Choice and Construction

- _____ **Graph Type** is the correct choice for message to be communicated and data selected.
- _____ **Title** clearly indicates what the graph is about, when and where the data were collected.
- _____ **Data Source** clearly indicates where the data came from.
- _____ **Axis Units** of the data are clear and labeled correctly. (For example: miles, liters, seconds, bits per second, births per 1000.)
- _____ **Axis scales** are appropriate for data variability
- _____ **Labels** appropriate for size for graph. Labels horizontal where possible.
- _____ **Data** are not too few or too numerous for chosen graph type. Each data point is easy to read. If bar chart, data are sorted by bar height.
- _____ **Text** is clear and concise. No unnecessary text to clutter graph.
- _____ **Legend** is only present if there are two or more series of data.
- _____ **Graph makes sense** when shown to someone not familiar with subject or study
- _____ **Glitz** such as bright colors, distracting fonts, backgrounds, 3-D, and borders kept to an absolute minimum.