

Write a two-page progress report to your client in which you state how far you have advanced in your research for your final project. You must mention your subject, the type of final project you are doing, the research you have done so far, your preliminary results, any problems you have run into, and any changes in plan or orientation.

You must create and include a small table, graph, or other visual (just one).

Due date: Friday, Nov. 15, 2013 at 7 p.m. (the beginning of the lecture period). Value: 15%

- Please submit your assignment to your workshop leader at the beginning of the lecture period. This is indicated on your course outline.
- Please computer-type your report in 12-point font and use true single space.
- Please hand in your rough draft (showing some meaningful visible editing) and include a cover page with your report.
- Your progress report is supposed to contain some of the technical information that will appear in your final report. Material from the one-page sample done for Oct. 25 can be used in your progress report, but your visual should be different.
- Your visual element should be clean and legible (there were some very grainy/rough examples last time), and printed large enough that it can be easily read. Label it carefully as discussed in class.

***Please note:* Your client is not interested in work that you did as background or which parts of the report you are composing right now, or the history of the issue, etc. Your client is interested in your research results.**

Assignment #3 will be evaluated as follows:

Content: 40% The information in the progress report is relevant, accurate, ethical, complete for the circumstances described above, and user-friendly. Borrowed information is correctly documented in APA style.

Organization: 20% The organization and layout follow normal report conventions. Good sequencing makes the report easy to read.

Language use: 30% The language used is the student's own. Sentence structure, grammar, punctuation, spelling, and vocabulary are correct.

Handling: 10% A professional style adds to the interest, value, and credibility of the progress report.

APA: TABLES AND FIGURES

*Information on this handout is summarized from the *Publication Manual of the American Psychological Association* (American Psychological Association [APA], 2001). Examples are fictional in content.

Tables:

- Use tables for the purpose of simplifying text. A table with 2 or fewer columns and rows should be presented in text format instead of a table.
- In text, refer to every table. e.g. As shown in Table 2, the OR (see Table 2). Tell the reader what to look for, but only mention the major points of the table.
- Number tables in the order they are first mentioned in text. Do not write “the table above” or “the table below.”
- Be consistent in the formatting and vocabulary of all tables when writing a paper.
- Double-space the entire table.
- Ensure that your table title is brief but explanatory.
- Italicize the table title. Do not italicize the table number.
- Standard abbreviations and symbols, such as % or *no.* may be used in headings without further explanation.
- Ensure each column has a heading
- Capitalize only the first letter of the first word of all headings. If a word is a proper noun, capitalize it anyway.
- Notes are placed below the table.
- If the table is from another source, include a note below the table specifying whether it is from another source or adapted from another source. e.g. “*Note.* From....” OR “*Note.* Adapted from...” OR “*Note.* The data in column 1 are from...”

Example

See Table 1 as a guide to the formatting of a table. This table is an example from the *Publication Manual of the American Psychological Association* (APA, 2001, p. 149). The fictitious general note has been included as an example.

Table 1

Error Rates of Older and Younger Groups

Level of difficulty	Mean error rate		Standard deviation		Sample size	
	Younger	Older	Younger	Older	Younger	Older
Low	.05	.14	.08	.15	12	18
Moderate	.05	.17	.07	.15	15	12
High	.11	.26	.10	.21	16	14

Note. From “Generations,” by L.G. Elias and C.C. Bent, 2002, *Journal of Geriatric Care*, 5, p. 22.

Placement of Tables and Figures:

According to the APA (2002), the “typesetter lays out tables and figures closest to where they are first mentioned” (p. 155). However, check with your teacher concerning requirements about table and figure placement. Tables and figures are sometimes placed in text close to where they are mentioned and sometimes placed at the end of the paper.

Figures:

- A figure is any type of illustration other than a table (chart, graph, photograph, or drawing).
- Use figures to complement information in text or to simplify text.
- Number figures in the order they are first mentioned in text. Do not write “the figure above” or “the figure below.”
- Figures should be large enough to read easily (between 8 point and 14 point font with sans serif typeface) and convey only essential information. The preferred typeface in figures is 12-pt Courier.
- Ensure that figures are simple, clear and consistent in presentation and vocabulary.
- Ensure data are plotted accurately and the grid scale is proportioned.
- Place labels close to the identified item.
- Axis labels on graphs should be parallel to their axes.
- Captions include the figure title and a brief, but descriptive, explanation of the figure.
- Double-space the caption and place it below the figure.
- The figure legend should be positioned within the borders of the figure.

Example

The following figure and note are each adapted from the *Publication Manual of the American Psychological Association* (APA, 2001, pp. 182-183).

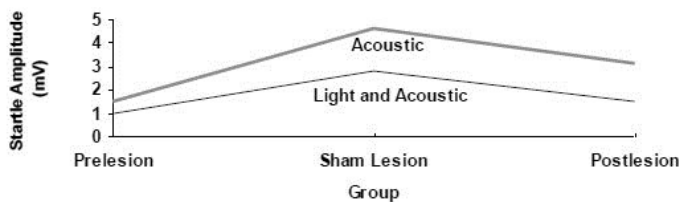


Figure 1. Mean amplitude startle response for prelesion, sham lesion, and postlesion groups in acoustic and light-and-acoustic test conditions.

References

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington: Author.