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- Axes
  - Are both axes labeled?
  - Are the axis labels self-explanatory and concise?
  - Are the scale and divisions shown on both axes? Are the min and max ranges appropriate?

  - Are the units indicated?
  - Lines/Curves/Points
  - Is the number of lines/curves reasonably small?
  - Are curves labeled?
  - Are all symbols clearly distinguishable?
  - Is a concise, clear legend provided? Does the legend obscure any data?
- Information
- - If the y-axis is variable, is an indication of spread (error bars) shown? Are grid lines required to read data (if not, then remove)?

- Scale
- Are units increasing left to right (x-axis) and bottom to top (y-axis)? — Do all charts use the same scale?
- Are the scales contiguous? Is bar chart order systematic?
- Are bars appropriate width, spacing? Overall
- Does the whole chart add information to reader?
- to reader? Are there no curves/symbols/text that can be removed and still have the same information? Does the chart have a title or caption (not both)?
- Is the chart self-explanatory and concise? \_
- Do the variables plotted give more information than alternatives? Is chart referenced and discussed in any accompanying report?



#### Guidelines for Good Charts (Summary)

- For each chart, go over "checklist"
- · The more "yes" answers, the better
  - Remember, while guidelines, art and not science - So, may consciously decide not to follow these guidelines if better without them  $\rightarrow$  but have good reason!
- In practice, takes several trials before arriving at "best" • chart
- Want to present message the most: accurately, simply, concisely, logically
- Accompany with description! Text or verbal
  - Remember, audience/reader has not seen! - Make sure to introduce



### Outline

- Types of Charts
- · Guidelines for Charts
- Common Mistakes
- (done)

(done)

- (next)

# Common Mistakes (1 of 6)

- · Presenting too many alternatives on one chart
- Guidelines
  - More than 5 to 7 messages is too many
    - · (Maybe related to the limit of human short-term memorv?)
  - Line chart with 6+ curves
  - Column chart with 10+ bars
  - Pie chart with 8+ components
  - Each cell in histogram fewer than 5 values

#### Common Mistakes (2 of 6) Presenting many y-variables on single chart - Better to make separate graphs - Plotting many y-variables saves space, but better to requires reader to figure out relationship - Sometimes, space constraints (e.g., journal/conference papers), · So may "bend" but better to remove than "break" points gold/second minion killed

## Common Mistakes (3 of 6)

- Using symbols in place of text
- · More difficult to read symbols than text
- Reader must flip through report to see symbol mapping to text

   Even if "save" writers time, really "wastes" it since reader is likely to skip!





























