

Preparing Student Reports and Data for the Library

TAs must submit to the library:

- 1) A copy of each report in .doc or .docx format;
- 2) Copies of student data files in .xls or .csv format (variables in columns, and observations in rows). Students must define/explain their column headings. This *metadata* should be included in the data file. If students shared data sets, append each student's name to the file name;
- 3) A signed Licence for Work agreement from each student.

File name format: *Lastname(s)_AbbreviatedClassYYYY.ext*

Examples:

Gill_SciDive2014.doc
RogersDavies_MIZ2015.doc
White_MIZ2015.csv

1) Report Template and Style Guide

The student report template and style guide are available on the website. Students must submit reports in **.doc or .docx format**.

TAs must confirm that students used the template and followed the guide. If they didn't, TAs must edit reports accordingly. To reduce your workload, encourage students to copy and paste directly into the template.