

Preparing an Effective Final Report

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Preparing the report is
the first thing you
should do.

Considerations

- Audience
- Budget
- Appearance
- Consistency
- Completeness

Consistency

County	Number of students	Percent of students diagnosed with ADHD	Number of students diagnosed with ADHD
Alachua	1,000	5%	50
Marion	2,000	7%	140
Putnam	5,000	11%	550
Clay	7,000	4%	280

Consistency

Region	Number of students	Percent of students diagnosed with ADHD	Number of students
Alachua, Marion, Putnam, and Clay counties	15,000	6%	1,020

Completeness: what to report

- Provide information about precision of estimates (e.g., standard errors)
- Provide information about how well sample represents population of interest
- Provide procedural details needed to replicate all aspects of survey work

Procedural details to include

- Survey design
- Survey instrument (*development, reliability, validity*)
- Sampling frame
- Survey method
- Data collection details
- Response rate (<http://www.aapor.org>)
- Analysis methods
- Weighting
- Imputation

Thank You!

