**PE7025 Psych Data Analysis**

Quantitative Assignment Formatting Guidance

I recommend using calibri font size 11. However, this is only something of a personal preference and if you prefer or need to use something different that is OK. Marks are awarded for content, not font. I would ask that you use a 1.5 line spacing as this makes it easier to read and mark.

You will be likely to be including tables and graphs from analyses done in SPSS. Please do not just copy and paste tables from SPSS. It tends to be the case that you can format them nicer in Word. I will be giving credit for well presented tables and SPSS does not do them in APA style, so there are marks to be gained from re-drawing them. In addition SPSS often provides information that is not required and so you can edit the contents of a table and make the summary data clearer by doing so. Graphs can be copied and pasted from SPSS as long as you have formatted them clearly. You might need to resize them when they are pasted in so that they are not too big ie taking up half a page. I recommend copying them as pictures and then pasting as the formatting will not be messed up by re-sizing.