

# Social Studies SBA Guideline

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## Format

- ✓ Each section must be done on one page.
- ✓ Each section must be double-spaced.
- ✓ Font size is 12 inches.

## Completed Sections

- ✓ Statement of the Problem
- ✓ Reason for the Topic
- ✓ Method of Investigation
- ✓ Procedures Used to Collect Data
- ✓ Instrument Used to Collect Data
- ✓ Procedures Used to Collect Data

## Presentation of Data

- ☐ Present data as you were told on your excel sheet.
- ☐ Begin this section by stating how many surveys you received and how many you gave out. Then proceed to graphs.
- ☐ Use the checklist to make sure you have all the requirements for tables and graphs.
- ☐ Remember descriptions should not be a summary or analysis. STATE EXACTLY WHAT YOU SEE.
  - See Sample PD1 for Word Document
  - See Sample PD2 for assistance with Excel
- ☐ Titles of tables should begin Table 1. Titles of bar graphs, line graphs, and pie charts should begin Figure 1, Figure 2, and Figure 3.

<b>Table</b> <ul style="list-style-type: none"><li><input type="checkbox"/> All columns have headings that are bolded. (First letter should be capitalized.)</li><li><input type="checkbox"/> The title of the table is found below the table.</li><li><input type="checkbox"/> The title is grammatically correct. All words are capitalized except articles (a, an, and the), conjunctions, and prepositions (of, at, etc.)</li><li><input type="checkbox"/> Figures are converted to percentages.</li></ul>	<b>Bar Graph</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Both axes have title.</li><li><input type="checkbox"/> Figures are shown in diagram.</li><li><input type="checkbox"/> Title is found outside of charted area.</li><li><input type="checkbox"/> The title is grammatically correct. All words are capitalized except articles (a, an, and the), conjunctions and prepositions (of, at, etc.)</li></ul>
<b>Line Graph</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Both axes have title.</li><li><input type="checkbox"/> Figures are shown in diagram.</li><li><input type="checkbox"/> Title is found outside of charted area.</li><li><input type="checkbox"/> The title is grammatically correct. All words are capitalized except articles (a, an, and the), conjunctions, and prepositions (of, at, for etc.</li></ul>	<b>Pie Chart</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Figures are shown in diagram.</li><li><input type="checkbox"/> Title is found outside of charted area.</li><li><input type="checkbox"/> The title is grammatically correct. All words are capitalized except articles (a, an, and the), conjunctions, and prepositions (of, at, etc.)</li></ul>

Checklist for Tables, Graphs, and Charts

# Sba Guideline 2014 Measurements Memorandum

**Victor M. Corman**



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