Report Writing
Introduction

• Answers…
  – What are you doing?
  – Why are you doing it?
  – Briefly, how will you do it?

• Summarizes layout of what comes next in the report
Methods & Materials

• What material you are using to accomplish your goal (previously stated in intro.)

• What methods you will use to accomplish your goal

• Why you are using those methods
Analysis & Results

• Provides a statement of what was learned from the analyses you did.

• Does not go into detail about the implications of results.

• Generally cites tables (e.g., a frequency distribution & another summarizing stats).
Analysis & Results, cont’d

• Tables
  – Each gets its own title that is cited in the text, such as “Table 1”
  – Each table has an appropriate title above it
  – Use these judiciously, not too many tables, but enough to communicate the points you make
Antero-posterior length and medio-lateral width (mm) of 21 upper second molars (M²) and eighteen lower third molars (M₃) comprised the Missouri late Holocene sample from both caves (Table 3). This sample was compared graphically and statistically to a sample from the southern Midwest (predominately Arkansas, but also Kansas, Oklahoma, and Missouri) and Southeast (Alabama) of specimens from the Smithsonian Institution, Illinois State Museum, and University of Missouri reference collections (Table 3). Skeletal remains of black bears from the Midwest, particularly from Missouri, are uncommonly represented in museum and university collections because bears were extirpated in the region by 1900 AD (Parmalee and Jacobsen 1959, Schwartz and Schwartz 2001). Thus, remains from these Missouri cave faunas are an important supplement to existing collections.


<table>
<thead>
<tr>
<th>Source Sample</th>
<th>n</th>
<th>Median (mm)</th>
<th>Mean (mm)</th>
<th>SD (mm)</th>
<th>CV (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Trap</td>
<td></td>
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<tr>
<td>M² length</td>
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<tr>
<td>M₃ length</td>
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<tr>
<td>M₃ width</td>
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<td>12.60</td>
<td>12.82</td>
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<td>6.5</td>
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<tr>
<td>Modern</td>
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<tr>
<td>M² length</td>
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<td>26.42</td>
<td>26.41</td>
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</tbody>
</table>

*Includes bears of unknown sex.
Discussion

• This is where you discuss the implications of your results
• Summarize what the results mean
• Discuss why the results are important related to the project goal from introduction
• Cite “figures,” which are charts
Discussion, con’d

• Figures
  – Charts/graphs (not tables)
  – Have a figure caption below them that states what the graph conveys
  – Labeled “Figure 1” and so forth
  – Figures are maps, graphs, photos…
Fig. 1. Lawson Cave and Jerry Long Cave, in Missouri.
Fig. 2. Frequencies of molars in each wear class for teeth from American black bears excavated from Jerry Long and Lawson natural trap caves in Missouri. Fully erupted, unworn permanent teeth occur at the beginning of class 4.
One more “figure”

Shell length for *P. ohiensis* and the 10 other north Texas freshwater mussel species from the Elm Fork Heritage Museum collection was measured as the greatest length between the anterior and posterior end of each articulated mussel (Fig. 5). PLL measurements were taken by determining the distance between the center of the two left lateral teeth and the pallial line. The line measured should be perpendicular to the lateral teeth, extending at an angle to the pallial line (Fig. 5A). For right valves, measurements were taken as the perpendicular line between the center of the lateral tooth and measured to the pallial line (Fig. 5B). Right and left valves from the same species were aggregated for the Lake Nocona and the archaeological case studies. Recorded measurements were then analyzed to determine if PLL is an accurate proxy for shell length.

From Randklev et al. 2009
References

• Cite any outside references that you use to support your work.

In text citation

To assess whether or not astragali of bucks or does dominate a sample, Pearson's skewness is calculated:

\[
\text{Pearson's skewness} = \frac{3(\bar{x} - \text{Median})}{s}
\]

Pearson's skewness varies between -3 and 3, and skewness of 0 is perfectly symmetrical (McGrew & Monroe 2000). Skewness of greater than |0.6| is sub-

References cited


Format

• Use one column of text
• Double spaced
• Times New Roman 11 point font
• 1 inch margins
• No title page
  – Do not use half of the first page for the title to make your report “longer”

• Use *Journal of Archaeological Science* formatting for paper, tables, figures & refs
  – **Do not** use two columns, just one
Organization

• Body of paper
  – Introduction, methods & materials, analysis & results, discussion

• References follow the body

• Tables after references: 1 table per page

• Figures follow the tables: 1 figure per page
Grading

• Follow the example paper handed out in class for organization & formatting
• Points will be deducted for
  – Unnecessary tables (unneeded extras)
  – Unnecessary figures (unneeded extras)
  – Disorganization
  – Poor citation style and format
  – Poor formatting
  – Wrong answers