

Graphing Guidelines

PST 315: Methods of Policy Analysis and Presentation

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Fall 2026

Every graph in your report must follow these guidelines.

Graph type

- Default to a **bar graph**. Do not use another type of graph (for example, a pie chart) without talking to your UCA or Professor.
- If there are 5 or fewer bars, arrange the bars vertically.
- If there are 6 or more bars, arrange the bars horizontally.

Color

- Everything is black – no gray!
 - Be careful: Excel will sometimes default to a very dark gray.
- Bars are solid black.
- Axis lines are solid black.
- No borders on bars, and no extra shading on bars.
- No border on your graph.

Text

- ALL text is Times New Roman 12pt.
 - Double check your title is 12pt! When you update everything to TNR 12pt, sometimes the title will default back to a larger font. You may have to adjust the font size of your title a second time.
- Axis titles should be **bold**.
- The title should be **bold**.
- “n=sample size” should be under your title.

Axes and data labels

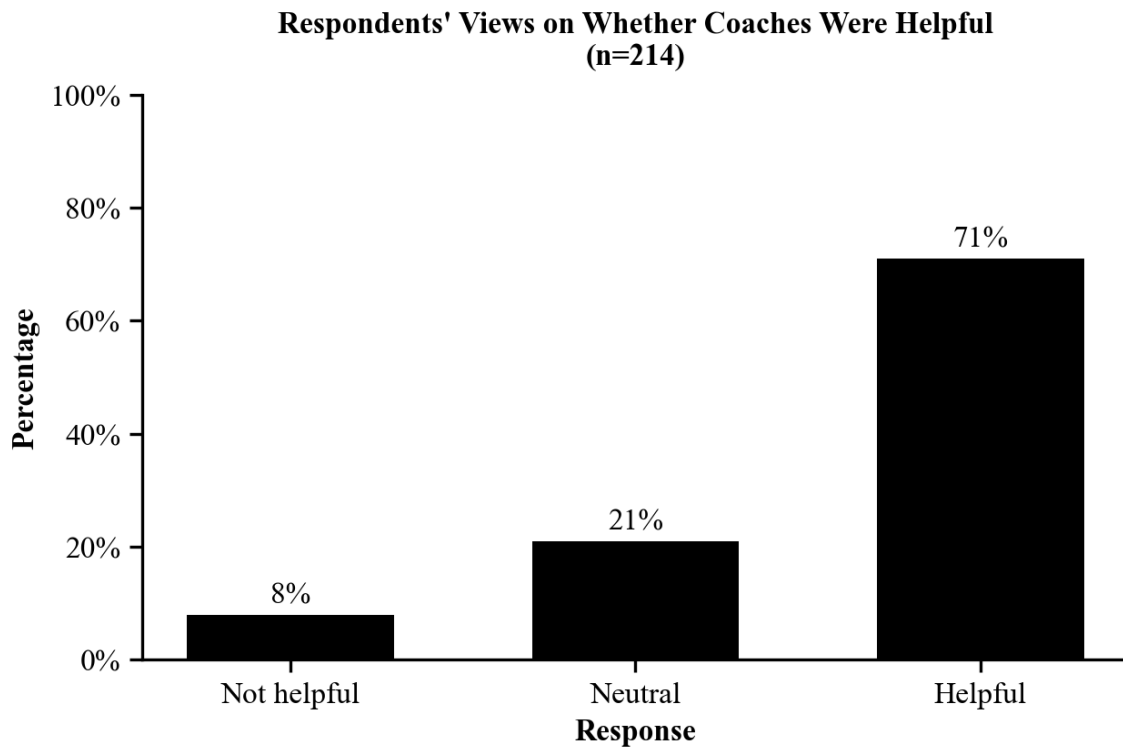
- The y-axis starts at 0.
- Use outside-end data labels. You will know this is done correctly if percentages display above your bars.
- Use major outside tick marks on your axis.

Copy and paste your graph into the report. **No screenshots!**

Example of a graph that follows the guidelines

About this example

This example uses **sample data**. Skills Win Coaching Organization is a real Syracuse University program, but the numbers shown are invented for teaching purposes and are not actual SWCO results.



Check it against the list above: bar graph, three bars so arranged vertically, solid black bars and axis lines, Times New Roman 12pt throughout, bold title and bold axis titles, y-axis starting at 0, outside-end data labels showing percentages, "n=" under the title, major outside tick marks, and no border.