**Graphs, Charts and Tables in Graduation Project Paper**

It is required that you have a visual component in your Graduation Project paper. There are guidelines and recommendations for this component of the paper

**Guidelines and Rules:**

1. Every student essay is REQUIRED to include a visual component in his/her GP paper.
2. The visual component **MUST BE STUDENT GENERATED**. This means the student may NOT simply copy and paste. The visual component must be produced by the student, based on information gathered by the student or researched by the student.
3. Tables, graphs, and charts or other graphics/visuals must be accompanied by an explanation in the paper.
4. Visual components may be one of the following: diagrams, charts, graphs, graphic organizer, maps or an artistic rendering (drawing, sketch, etc…)
5. The visual component must be incorporated into the paper; it cannot be attached at the end of the paper.
6. The visual component must reference material introduced and explained within the text of the paper and should be presented within the proximity of where the information is contained in the paper.
7. The visual component should be no larger than ½ of the page size and no smaller than ¼ of the page size.
8. The visual component **DOES NOT** count towards the number of pages required for the GP paper. In other words, if your visual component takes up half a page, you need to make sure you add an additional half page of text**. SUGGESTION**: write out your paper and make sure it meets the length requirement. Then go back and insert visual component in its proper place.
9. Keep your visual component simple. It should illustrate one simple idea and the reader should be able to understand the idea immediately.
10. Use as few words as possible in visual component. Titles, labels, scales, numbers and essential information are all that should be included in addition to the statistics.
11. Bullet points are not considered a visual component.
12. Be sure to have an in-text citation for information placed in visual component and for the making of your graph.
13. Website for creation of graph needs to be included on works cited page.

**MOST COMMON GRAPHICS**

* Tables: Tables are used to compare and categorize large amounts of information. If you place a table in your paper, make sure you have referred to it in the text of your paper.
* Graphs: Graphs can be used to show how variables relate to each other. Be sure that when you have more than one line in graph to choose colors or marks that make the lines easy to distinguish from each other.
* Pie Charts: Pie charts are used to show proportions and how information relates to each other in relation to those proportions. Try to limit the number of slices shown in the pie chart; ideally, you should show no more than five slices. Also, make sure the difference in size between slices is obvious. Finally, provide a legend that explains what each of the slices represents.
* Bar Charts: Bar charts are used to show trends and variations. Try to limit the number of items you are comparing and provide a legend that explains what each bar represents.

**SOURCES FOR MAKING YOUR VISUAL COMPONENT**

Here are some websites that can help with the creation of the visual component:

nces.ed.gov/nceskids/createagraph

www. Onlinecharttool.com

\*I will also be sending you a link to access other information about creating a graph.

Document Source:

 *CMS Graduation Project Student Manual*. Department of Curriculum and Instruction: Charlotte Mecklenburg Schools. *CMS*. 2010. Web. 13 October 2010. www.cms.k12.nc.us/cmsdepartments.ci/grad-project/pages/documents.aspx