Draw inspiration from journal articles which you or your supervisor/tutor feel are well presented. Read through the articles that you have chosen; ask yourself, for example:

- How do the authors introduce their articles?
- Do they start broadly and then focus on their topic?
- Is any knowledge assumed?
- How are the methods described?
- How much detail is provided?

When using graphs, tables, figures and other diagrams, make sure you:

- Add labels above tables and below figures.
- Refer to all graphics within the body of the text and make sure you keep these up to date if you add extra ones.
- Customise Excel graphs (add axes labels, titles, remove ‘clutter’ and adjust scales as necessary).
- Annotate photographs/diagrams to indicate what is important.
- Make sure they are good quality when printed in black and white.