SELF-REVIEW CHECKLIST

Check your graph, item by item

Score every graph before you submit it, whether you built it by hand, from a template, or with AI. Tick the items it meets on screen, or print the page and check them on paper. Training studies have found that pairing instruction with an itemized checklist like this improves graphing accuracy (sources).

Name: _____ Course: _____ Date: _____

Graph: _____ Score: ____ of ____ items that apply (20 for AB, reversal, and changing criterion graphs; 22 for alternating treatments; 23 for multiple baseline; 17 for multielement)

Data and series

- [ ] Each phase or condition is its own series, so **the data path breaks at every phase change**.
- [ ] Three spot-checked points match the worksheet values.

Axes

- [ ] **Zero floats slightly above the horizontal axis** (one major unit in Excel and Google Sheets; half a unit in GraphPad Prism, which can start the tick marks at 0), and no negative tick label shows.
- [ ] The vertical maximum fits the measure (100 for percentages), and the full range is shown.
- [ ] The horizontal axis runs to one past the last session, rounded up to the next major tick mark, with the "0" label hidden.
- [ ] Both axes are solid black lines with **outward tick marks** at round-number intervals.
- [ ] The **plot area is between 5:8 and 3:4** as tall as it is wide (about 2:3).
- [ ] Both axes have titles in title case, with units where needed.

Phase-change lines and labels (skip for a multielement graph with no phase changes)

- [ ] No data path crosses a phase-change line.
- [ ] Phase-change lines sit halfway between sessions and **run the full height** of the plot (in Google Sheets, up to the label band at its top).
- [ ] Line styles follow one rule in every figure (in these lessons, a solid vertical line at every phase change, including each new criterion, and dashed lines only for horizontal criterion lines).
- [ ] Every phase is labeled with a short name **centered over the phase, above the plot area**. Google Sheets can't place text above the plot, so there the labels sit in a band at the top of the plot, above the data.
- [ ] Lines and labels are part of the chart (series or data labels), not loose drawn shapes. The stepped connectors between multiple baseline tiers are the one exception.

Style

- [ ] One sans serif font, **8 to 14 points at final size**.
- [ ] Black and white only. Conditions that share a phase (alternating treatments, multielement) differ by marker shape or fill; the phases of an AB, reversal, multiple baseline, or changing criterion graph can share one filled circle.
- [ ] No gridlines, chart border, shading, 3-D effects, or chart title.
- [ ] A legend appears only when needed: inside the plot, no border, helper series removed.

Multiple baseline (only if this is a multiple baseline graph)

- [ ] All tiers share identical axis ranges, and their vertical axes line up.
- [ ] The stepped connector meets each tier's phase-change line, with no gaps at 200% zoom.
- [ ] Phase labels are on the top tier only; session numbers and "Session" are on the bottom tier only.

Alternating conditions (only for alternating treatments and multielement graphs)

- [ ] Each alternating condition is **one continuous path**, connected across the sessions when another condition was run (Connect data points with line).
- [ ] Every condition is named on the graph, in the legend or by a label beside its path, with the same names used in the manuscript text.

Across figures and export

- [ ] The same measure uses the same scale and size in every figure of the manuscript.
- [ ] Exported at final size as a vector file (SVG, EMF, PDF) or the high-resolution format the journal requires.
- [ ] In the manuscript, the **figure number** (bold) and title (italic, title case) are above the figure, a note is below it if needed, and alt text is added.