

Reporting Findings for Frequency Tables (distributions)

1. Give the table a title using the variable label if the table is to be in the presentation.
2. Name the sample, its size, the variable and its level of measurement.
3. Use the variable's value labels to discuss valid percents in each response category. Include N in parentheses with each percent.
4. Conclude by discussing applicable measures of central tendency and dispersion and what they mean.

For example:

Table 1: "Used The Library In Last Two Weeks" (V35) (v35 in parens is optional)

Value	Value Label	Frequency	Percent	Valid Percent	Cum Percent
none	1	88	24.8	25.5	25.5
once or twice	2	119	33.5	34.5	60.0
three to five	3	56	15.8	16.2	76.2
six to nine	4	31	8.7	9.0	85.2
ten or more	5	51	14.4	14.8	100.0
Total		345	97.2	100.0	
Missing	9	10	2.8		
Total		355	100.0		

Mode	2.000	Median	2.000	Mean	2.530
IQV	0.766	Decile range	4.000	Standard Deviation	1.350

A sample of students (N=345) at a large mid-western university were asked how many times they used the library in the last two weeks. Data for this variable were collected at the ordinal level of measurement. Twenty-five point five percent (N=88) reported they had not used the library at all in the last two weeks, while 34.5% (N=119) said they had used the library once or twice, and 16.2% (N=56) said they had been to the library six to nine times in the last two weeks. Just under 10% [9.0%(N=31)] went to the library six to nine times, while 14.8% (N=51) said they went ten or more times in the last two weeks. The median of 2 indicates that the typical student used the library "once or twice" in the last two weeks, while the decile range of 4 suggests that the data in this sample are fairly dispersed (see Table 1).

NOTE: IQV is short for "Index of Qualitative Variation" (see "[equations](#)")