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Study Guide

THE CHICAGO GUIDE

TO WRITING ABOUT

NUMBERS

SECOND EDITION

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Study Guide to accompany *The Chicago Guide to Writing about Numbers*,
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INTRODUCTION

This study guide was designed to provide practice applying the principles and tools introduced in *The Chicago Guide to Writing about Numbers*, 2nd Edition, with a problem set and a series of suggested course extensions for each chapter. A series of podcasts and other supplemental learning materials are available on the website, where you can also find a podcast that provides a brief overview of the online materials (PC0.1).

The problem sets reinforce the concepts and skills from each chapter. Some require simple calculations, others involve creating or critiquing tables, charts, or sentences. They can be used as homework assignments for a research methods, statistics, or writing course in which the book is being used, or by readers working independently. Solutions for the odd-numbered problems can be downloaded separately. See also podcasts PC0.2, PC0.3, and PC0.4 and appendix 0.1 on teaching how to write about numbers.

The suggested extensions apply the skills and concepts from *The Chicago Guide to Writing about Numbers*, 2nd Edition, to the actual writing process. They involve reviewing existing work, applying statistics, writing, and revising—using either your own work in progress or published materials (books, articles, reports, or web pages) in your field or that of your intended audience. Many of the suggested exercises for writing or revision entail peer-editing and are most effective if done with one or more others, whether as part of a course in which class time is devoted to these exercises or working with a peer. These exercises often involve writing or revising work to meet the instructions for authors for a leading journal in your field. Identify one or two such journals before you begin those exercises, allowing you to generate a coherent finished product for submission to that journal.

The “applying statistics” questions require access to a computerized database that includes several nominal, ordinal, and interval or ratio variables (see chapter 4 of *The Chicago Guide to Writing about Numbers*, 2nd Edition) for at least several hundred cases. Ideally these variables should be related to a research question involving application of statistical analysis that you can use for the exercises throughout the study guide, yielding a comprehensive analysis for a complete research paper. These exercises also require access to the accompanying documentation describing the study design, data collection, coding, use of sampling weights, and related methodological issues for the data set from which your variables are taken. If you do not have a data set and documentation that fits these criteria, you can download data sets from the supplemental online materials provided on the website that accompanies this study guide. Alternatively, you can often find suitable data sets on CD-ROMs that accompany research methods or statistics textbooks, or you can download data from sites such as the Inter-University Consortium for Political and Social Research (ICPSR).

