

2002 Youth Smoking Survey

WRITING GUIDELINES

June 21, 2004

1. **Chapter Synopsis** (Originally due June 29/04. If possible, please email to everyone by Friday June 25/04)
 - Preparation for first draft (due August 12/04)
 - Use format as outlined below
 - Draft figures and tables optional at this point
 - Expand from chapter outlines
 - Outline and begin key areas of discussion
 - Report findings from initial table runs
 - Point form using text format as outlined below

2. **Reporting for Consistency throughout chapters (let us know in the teleconferences if this makes sense or if not)**
 - Only separate by sex if the difference is significant. I.e. Report results by age and sex but don't necessarily run separate cross-tabs for males and females. If there's no significant difference, mention it and suggest why.
 - Report percentages of non-missing cases only. This assumes the missings would have responded in the same proportions as the non-missings. Include the % missing as a separate response. The tables need to be set up so that it is clear what added to 100% and that the missing % was of some other total.
 - Valid skips should not be included in tables, as the students were supposed to skip those questions.
 - Rashid is using cutoffs from parent income for SES variable. Use this for all chapters where applicable.
 - Request separate tables for the 1994 YSS data using the new definitions.
 - We're using the share file for parental data now and will have to re-run tables for this data from STC later on. (Needs clarification.)
 - Follow up data runs to be sent to Rashid by July 20.

3. **Text Format**
 - Font: Arial 12 point
 - Between 5-13 pages in length for first draft
 - Use grade not age
 - Use new definitions of smokers
 - Request tables for 1994 data using new definitions
 - Layout as follows:

MAJOR HEADINGS bold, flush left as below, all in caps
Sub-headings bold, flush left, only first letter capitalized
Subsub-headings bold, indented (used rarely)

HIGHLIGHTS A summary of major findings and implications, in 1-2 sentences each, with bullets.

RESULTS AND COMPARISONS TO 1994 With figures and text tables, a descriptive sub-section on the variables allocated to the chapter according to your assessment of their practical and theoretical significance and the quality of the data (ie. Every variable should be considered but not all have to be reported):
 -variable X age X sex
 -variable X province (X sex if sample size permits)-variable by other classification variables
 -variable by other health variable, with controlling variable if sample size permits

Detailed tables will appear at the end of each chapter; text tales and figures should avoid just repeating the content of the tables.

DISCUSSION Implications for Regulation & Legislation; Implications for Education & Message Promotion; Implications for Future Monitoring & Further Research; Interpretation of results including methodological caveats, comparisons to earlier surveys and/or other countries – in the same order as the presentation of results, with the same sub-headings.

REFERENCES Same format as previous YSS Technical Report from 1994.

EXAMPLE TABLE LAYOUT

	Pop. Est (000)	Never Smoker (a)	Never Smoker (b)	Puffer	Smoked beyond puffing, not daily	Daily Smoker
Total Grades 5-9						
5-6						
7-8-9						
5						
6						
7						
8						
9						

(a) Never Smoker who has never seriously thought of smoking
 (b) Never Smoker who has seriously thought of smoking