

GYDI Figure & Data Guide

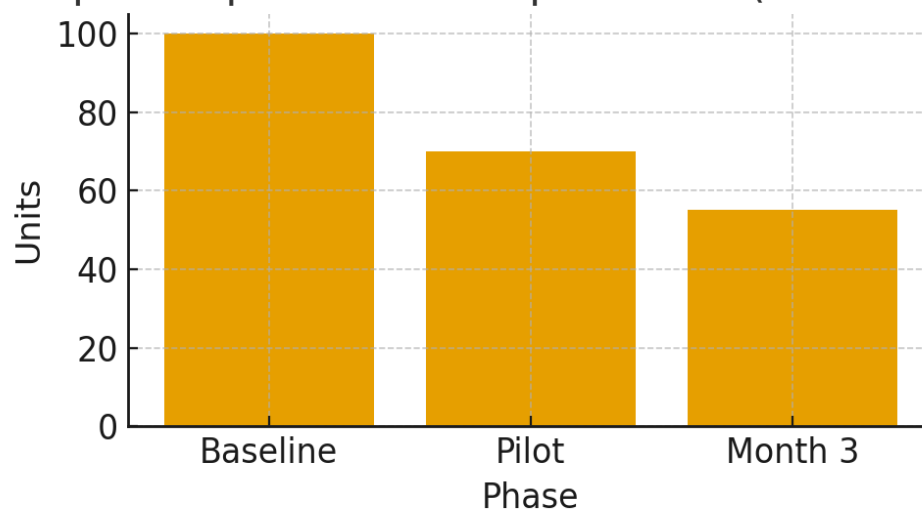
Purpose: help student authors include one clear, honest figure (chart/table/map) with a caption and source.

Pick one figure

Choose the simplest visual that answers your reader's key question. Use a small table for comparisons (≤ 4 rows), a bar chart for counts/changes, or a line chart for trends. Avoid 3D effects and clutter.

Example chart (bar)

Example: Cups Purchased per Week (Lower is



Caption: Weekly cups purchased by partner cafés fell during the pilot and again by Month 3.

Source: Program records. See also [Federal Plain Language Guidelines](#) and [IDRC policy-brief guide](#).

Example table (3 options)

Option	What it looks like	Pros	Cons
Status quo	Single-use cups only	No setup	Waste and litter continue
BYO push	Discount for personal mugs	Low cost	Limited uptake
Deposit-return cups	Shared cup pool with deposit	Largest waste cut	Needs washing & tracking

Alt text: Comparison table of three options with setup, pros, cons.

Accessibility must-dos

- Always add a short, specific caption and an alt text sentence.
- Keep tables simple.
- Ensure sufficient text contrast. See [W3C alt-text decision tree](#).