

Pie Chart Report Formatting Standards

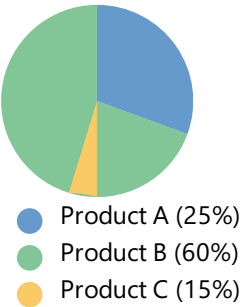
Purpose

This document outlines the standards and guidelines for formatting reports that include pie charts to ensure clarity, uniformity, and ease of interpretation.

Report Structure

Section	Content
Title	Clear and descriptive heading summarizing the chart's purpose.
Introduction	Brief context, data source, and scope of the information shown.
Pie Chart Visualization	Graphical representation with clear legend and percentage labels for each segment.
Analysis	Summary of main insights, trends, and key takeaways.
Notes	Any limitations, data assumptions, or special considerations.

Pie Chart Example



Formatting Guidelines

- All chart segments must be labeled with a percentage or value.
- Use consistent color schemes and distinguishable shades for each segment.
- Legends should be placed close to the chart and match segment colors.
- Chart title and figure number (if applicable) should appear above the chart.
- Ensure the chart is not distorted and maintains a perfect circle.

Important Notes

- Pies are most effective for showing part-to-whole relationships; avoid using for too many categories.
- Always cite the source of the data below the chart or in the appendix.
- Ensure accessibility by using descriptive alt text and, if possible, patterns instead of color alone.
- Review data labels for clarity, especially if percentages are similar in size.