GUIDELINES FOR FREQUENCY DISTRIBUTION~*LITE*

1. **Each observation should be included in one, and only one, class.**

   Example: 130-139, 140-149, 150-159, *etc.* It would be incorrect to use 130-140, 140-150, 150-160, etc., in which, because the boundaries of classes overlap, an observation of 140 (or 150) could be assigned to either of two classes.

2. **List all classes, even those with zero frequencies.**

3. All classes (with both upper and lower boundaries) should be equal in width.

   Example: 130-139, 140-149, 150-159, *etc.* It would be incorrect to use 130-139, 140-159, etc., in which the second class is twice the width of the first class.

4. **All classes should have both an upper boundary and a lower boundary.**

   Example: 240-249. Less preferred would be 240-above, in which no maximum value can be assigned to observations in this class

5. **Select the width of classes from convenient numbers usually multiples of 5 and 10, *especially 10 in this class.***

   Example: 130-139, 140-149, 150-159. . . in which the class width is 10, a convenient number. Less preferred would be 130-142, 143-155, 156-162, *etc.*, in which the class width is 13, an inconvenient number.

6. **The lower boundary of each class should always be a multiple of the class width.**

   Example: 130-139, 140-149, 150-159, in which the lowest boundaries of 130, 140, 150 are multiples of 10, the class width. Less preferred would be 135-144, 145-154, 155-164, *etc.*, in which the lowest boundaries of 135, 145, and 155 are not multiples of 10, the class width.

7. **In general, always aim for a total of approximately ten classes, *especially in this class*.** *

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*Adapted from Witte & Witte, Statistics, 8th edition. New York: Harcourt 2007, p. 28