ME 575: Homework Submission Guidelines

1 Format and Submission Instructions

Format: All homeworks must be submitted in report format. Each submission should consist of one PDF file for the report and one zipped directory containing any auxiliary material (e.g., source code). On Learning Suite you can upload multiple items, just upload them one right after the other (nothing is overwritten). If you are really worried about it, you can upload everything in one zip, but it makes it easier for us to grade if the PDF is separate because then we can use the build-in PDF viewer in Learning Suite. Each report has a page limit of 10 pages including any figures, tables, references, and appendices. A title page is not necessary, but be sure to write your name on the first page. I recommend using LaTeX to produce your reports, however you may use Microsoft Word (and MS Equation Editor) or any other typesetting/word-processing program that you prefer. Your report should not only be technically correct, but should also be written clearly and follow best practices in technical writing. All results should include sufficient detail to understand the methodology that was used, and a discussion about the significance and limitations of the results (as would be appropriate for any report).

Source Code: Include source code in your ZIP file. You should *not* include source code directly in your report, but you may refer to it from your report. Source code should be commented so that it is easily readable.

Submission: Each homework must be turned in on Learning Suite before class (3 PM) on the date specified. Be sure to check your submission to make sure your PDF is both uploaded correctly and properly formatted.

2 Writing Tips

- Pay careful attention to the presentation of your figures. Clear figures go a long way.
- At the same time, a figure is not an answer. Be sure to explain all of your results.
- All figures and tables should use descriptive captions, and captions should be full sentences (address the "what" and the "so-what").
- Plots should have properly labeled axes and data (including units), and use readable font sizes.
- Use plot types appropriately. 3D plots are rarely appropriate. Avoid things like suppressed zeros, or overly cluttered figures.
- Try to use vector graphics (pdf or eps), not bitmaps (jpg, bmp, png). If you must use a bitmapped figure, use a high resolution version.
- If you use variables and symbols that would not be immediately recognizable in the context of our class be sure to define them.
- It is not necessary to rewrite sections from the textbook if simply referring to them will suffice.
- Avoid passive voice.
- Eliminate wordiness.
- Spellcheck!