

To pass your home assignment, make sure to complete every step of the check list below.

A) The report contains at least the following sections for each task (section 1 may be presented only once for the whole report, if appropriate):

- 1) Short introduction, where you briefly describe your assignment, state any hypotheses, assumptions, etc.
- 2) Results, where you in running text present your results with support by graphs and tables
- 3) Conclusions, where you summarize your results and express your conclusions ..

B) Your work should be easy to follow. This means that:

- 4) The report is self-explanatory
- 5) The report is proof-read and spell checking has been performed
- 6) Pages are numbered
- 7) Headings are based on the task numbers (Task1, Task2, etc.)
- 8) All details such as symbols and text in tables and graphs are easily readable
- 9) Graph axes are complete with titles and units
- 10) Tables and graphs are numbered and have informative captions (table captions above the table, figure captions below the figure)
- 11) Tables and graphs are referenced by their corresponding numbers (see above), and interpreted/commented upon in the running text
- 12) Tables and graphs are placed under the heading where they are mentioned in the text (do not place all tables and graphs at the end of the document)
- 13) All values presented in text are supported by a table or graph
- 14) References are included for any stated assumptions, chosen statistical methods, rules-of-thumbs, etc.

C) The report has a front page with:

- 15) Title
- 16) The name of the university
- 17) The name of the department
- 18) The name of the course
- 19) Semester/term (e.g. "Fall 2024")
- 20) The name(s) of the author(s)
- 21) Date

D) The report is complete. This means that:

- 22) Every part of every task has been answered/solved
- 23) All approval criteria stated in the home assignment are fulfilled

E) And, to speed up the grading process:

- 24) When naming your pdf file, include the name of your group

F) If you need to hand in supplements:

- 25) Clearly mark the changes you make (e.g. by **highlighting – using a different color than yellow**)
- 26) Save the pdf file using a different name than for the first version