Technical Format

The most important thing to do in any document is to show that you have thought about the topic and gained some understanding, but grading also takes technical format into account.

- All written documents must be prepared using a word processor. Scans of handwritten papers will not be accepted.
- Each document should clearly identify its author(s), date, and relevant assignment or project.
- Each document should be 1.5 or double-spaced.
- Use Times New Roman or another standard readable font. You may use other fonts for specific purposes, such as indicating code.
- Use a 12 point font.
- Margins of 1.25" left and right and 1" top and bottom.
- If a document includes material from an outside source, a proper citation (author, title, publication name, date, and page number or URL) must be included in the document.
    - *SAMPLE*: The Death of Big Software, Stephen J. Andriole, Communications of the ACM, December 2017, Volume 60 Issue 12, pp. 29 - 32
- All written work should be submitted using the PDF format.

Writing Style

All documents should be grammatical with accurate spelling and punctuation. Before submittal they should be spell checked and proofread.

The following book provides excellent guidance to you in preparing your written documents.

William Strunk, Jr.

The Elements of Style.

Ithaca, New York, Private printing, 1918.

It is also available online here.