

CS6310 Writing Guidelines

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.
- Each document should be double-spaced using a Times 12 point font with margins of 1.25" left and right and 1" top and bottom. You may use other fonts, such as `New Courier`, for specific purposes, such as indicating code, as long as they are 12 point.
- Each document should clearly identify its author(s), date, and relevant assignment or project.
- 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.
- 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 proof read.

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 \(Links to an external site.\)](#).