

Guidelines for Submitting Problem-Solving Exercises

- Use only 8.5 by 11 inch paper.
- No jagged edges – paper should not be torn from a notebook.
- Type or print legibly, on one side of the paper only.
- Include a *typed* cover sheet with the names of all team members, in alphabetical order by last name, typed and then **signed**, the exercise number and title, the due date, and lecture professor's name.
- Show all major steps. (Since this is a course in problem solving, it is important to show the process in your solution.)
- Organize your solutions. (Turn in a "final draft" of your solutions. They should be easy to read and follow.)
- Staple all pages together, with a single staple in the upper left-hand corner.
- One submission per problem solving team.