

Report Submission Policy

Submitting your work.

Email to me a pdf file of your completed report by 4pm on the posted due date. Any reports that are time stamped at 4:01pm or later **will not** be accepted. Therefore, you are advised to not wait until the final moments to email your file.

The pdf may be generated using any program you wish, such as Word, LibreOffice, Pages, LaTeX, etc. The name of the file must have the format:

Lab-X_LastName-FirstName.pdf.

Here, fill in X with the appropriate section or chapter number and replace “LastName-FirstName” with your name.

Be sure to ask me if you do not know how to generate a pdf with your favorite word processor. I will not accept any other document formats.

What to include in your report.

Each report consists of numerous parts, but there are only two types of things that you will turn in: exercises embedded into the text of the assignment and “on your own” exercises at the end of the assignment. Not every assignment contains both types of exercises, so read carefully and ask if you are unsure about what work is expected of you. I encourage you to work through the examples carefully, but you need not turn them in.

For each type of exercise, place the actual questions in your report in bold face and numbered. I should be able to clearly delineate when one answer ends and the next begins. Feel free to employ any additional formatting that you think will make this clear.

There are even sections of the text with a devoted R project with no exercises at all, only examples. You should work carefully through these but need not turn anything in. My website will clearly mark which sections require you to submit a report. I’ve also listed them below.

Formatting your answers.

Answers to exercises will consist of a mix of written responses, code in R, plus output text and visualizations generated by R. To help me distinguish when reading your reports, be sure to present your

- written responses in black text,
- **your code in blue text**, and
- R-generated output in black text.

For example, suppose you were given the exercise:

Exercise: Calculate $23 + 4 * 7$ using R.

At the prompt in R, you would type

`> 23 + 4 * 7`

then when you hit enter, R would output

51

To place this into your report, you can copy it from the R console, then paste it into your word processor. Once pasted, be sure to change the font color of your input to blue, so that your report contains

```
> 23 + 4 * 7
51
```

Most exercises will contain a mixture of both your own writing and R code that will be more complex than this simple example. It is crucial that you separate your writing from your code with a new line and by indenting your code as I did above. While boxing your code is unnecessary, if you'd like to use additional formatting to help distinguish between your writing and your code, please do so.

Also, as you work through these assignments, it is highly likely that you will enter in code that results in an error as indicated by red text. Keep calm and carry on; that is an important part of the learning process. However, do not include any of the errors in your report. Be sure to erase them from your document.

To include the visuals that R generates, simply copy them from the R console and paste them in your word processor.

Listing of sections.

The following table is a list of all sections with an R component and indicates which require you to turn in a report.

Section	Turn in?
0	no
1.2	yes
1.3	yes
1.4	no
2.2	yes (exercises only)
2.4	yes
4.2	yes
4.3	no
5	yes
6	yes
7	yes
9	yes
11	yes