

Guidelines for formatting assignment pdf submission

For the overall pdf document in general:

- All pages in the submission document must be the same size (A4) and resolution.
- Consistent orientation of all pages, either portrait or landscape for the whole document, and not a mixture of both. Regardless of page orientation, content (e.g. words, equations or circuits) need to be right way up.
- Start a new page for each question.
- Questions should be arranged in order.

To avoid the problems listed above, when compiling the submission document, it is recommended to start with single document and copy parts of assignment from different team members onto it. Do not directly combine pieces of files/sheets from team members.

If writing assignment by hand:

- Only high quality and clearly scanned work will be accepted.
- Photographs and distorted scans will NOT be accepted.
- Ensure that scans are upright and not tilted at different angles or upside down.
- Handwritten work must be neat and legible, e.g. should not contain scratched out mistakes or overly congested pages.

If typing out assignment:

- Use one standardized font for the whole document.
- Equations must be typed using an Equation editor and not as text.

A one-off penalty of 5 marks off the total assignment marks will apply if any one criteria was not adhered to.