General Guidelines for any Written Report (or Assignment)

➢ Start any written report (or assignment) with a **Cover Sheet** that includes (but not limited to) Class Number, Class Name, Your Class Section (if applis), Assignment Number, Assignment Name (or a short description), Due Date, and **your full official name** (as it is recorded in your OSU student files). See the following figure as an example:

<div align="center">

MSIS 6300 – Business Analytics for Managers

(Section 801)

Homework Assignment #1

Descriptive Analytics Assignment on SAS Visual Analytics

Due Date

March 16, 2020

By

John Doe, Jr.

</div>

➢ Use 12 pt Times New Roman fonts, 1.5 line spacing, and 1" page margins all around.

➢ If you need to show screen shots from a software application, then do it professionally. That is, make sure that the pictures are legible (do not incorrectly resize them after inserting them into your document), and only show the part of the screen that you want to show (not the whole desktop). Do not leave a lot of white spaces before and after the pictures/figures/tables. Use caption labels and short description for figures and tables (e.g., Figure 1: IDEF0 context diagram for managing the coffee shop) and reference them from within the text using a proper and consistent reference format (e.g., "… as can be seen in Figure 1, the top level process model includes…").

   o Your assignment (or report) should not look like a collection of pictures (screen shots). The pictures are there to augment your report, not to replace it. Meaning, have descriptive text before and after the pictures, explaining what is presented in the picture… do not assume that I know what it is supposed to be. Write your report as a complete document that anybody can read and understand.

   o If you don't know how to capture/modify/insert figures and/or screen shots into your written report, learn it from your friends, or ask me, I will show you.

➢ Name your report/file as YourLastName_FirstName_HW#.doc (e.g., Delen_Dursun_HW1.pdf).

➢ If not instructed differently, by default, submit (upload to Canvas) your report file as a single PDF file (e.g., Delen_Dursun_HW1.pdf or Team01_TermProjectReport.pdf).

➢ Do NOT compress/zip your file.

➢ Upload your file to Canvas' appropriate assignment link by the stated due date/time. The system will not allow you to upload a file once the deadline has passed.

➢ Note that you **can only submit/upload once**; therefore, make sure that the report is completed and finalized before submitting/uploading it.

Let me know, if you have any question.

Best,
D. Delen