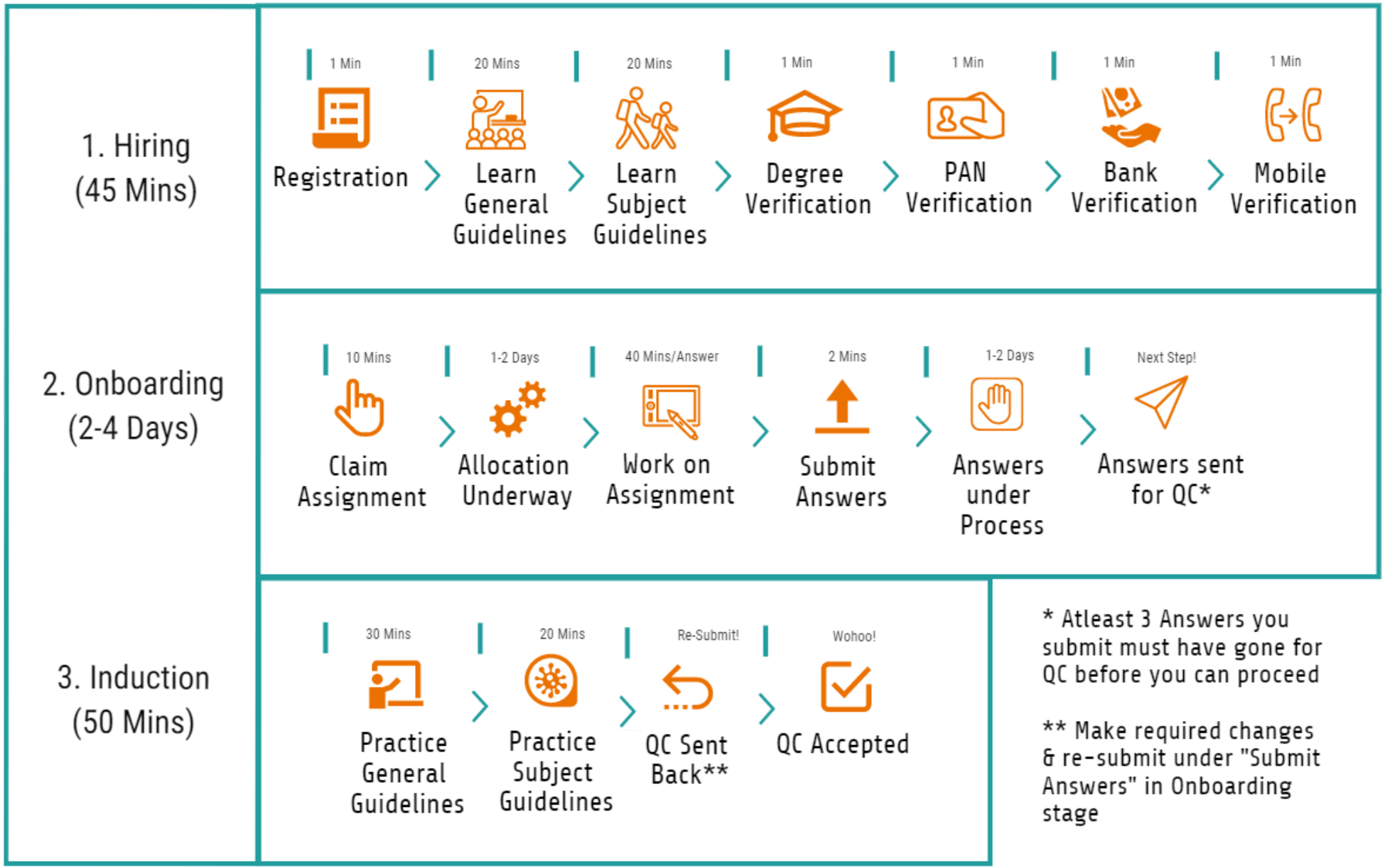
Textbook Solutions (TBS)

Guidelines

Chegg® A Smarter Way to Student®

How to get access to your TBS Dashboard?



* Atleast 3 Answers you submit must have gone for QC before you can proceed

** Make required changes & re-submit under "Submit Answers" in Onboarding stage

Basic Guidelines To know

(Click and go!)

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What is a TBS Solution?

It's a step-by-step answer to a question, created in a Microsoft Word document, and it includes all the necessary explanation, diagrams, graphs, and tables.

YOU CAN

Refer outside sources of content when stuck or need a refresher in the subject. However, **all parts of a Chegg solution must be original work.**

YOU CAN'T

Plagiarize any part of the content of your answers.

Plagiarized work will not be accepted and will be ground for immediate termination from solution authoring without pay.

YOU MUST

Follow specific Guidelines while writing the answers and formatting the word document.

These guidelines will be talked about in detail in the further slides.

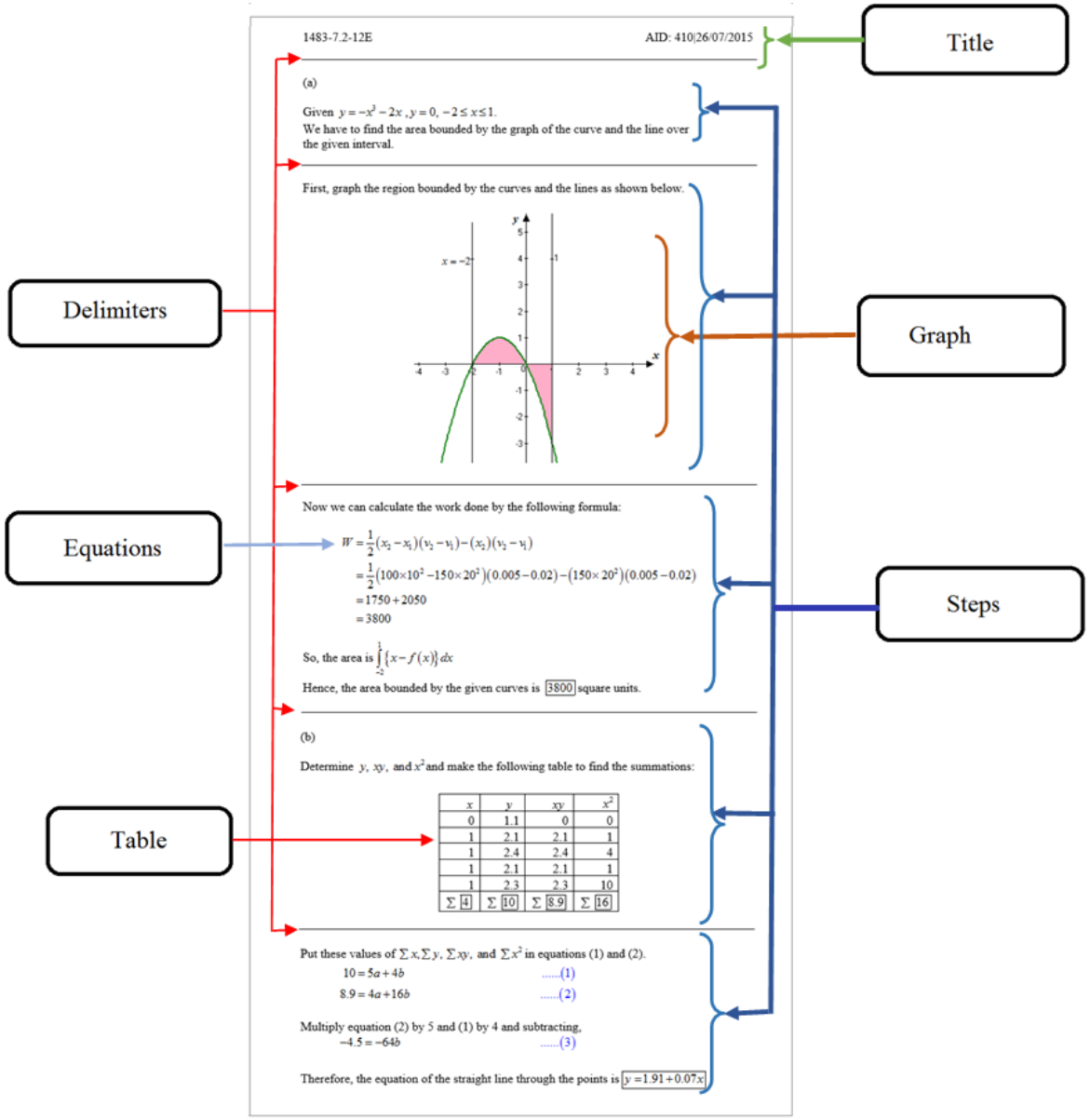
PLAGIARISM

Never plagiarise your answers. Plagiarising your answers may lead to revocation of your answering rights.

Plagiarism includes:

1. **including textbook questions in their solutions**
2. **copying information directly from textbooks**
3. **referring to proper nouns** (eg. > instead of “Samsung”, write “S”)
4. **copying/scanning Images from textbook** (draw or reference them instead)
5. **quoting external sources**
6. **copying code from textbook or outside source** (reference it instead)

What will a solution look like?



x	y	xy	x^2
0	1.1	0	0
1	2.1	2.1	1
1	2.4	2.4	4
1	2.1	2.1	1
1	2.3	2.3	10
Σ 4	Σ 10	Σ 8.9	Σ 16

Figure 1

Extension & Filename

One solution per word document:

- A word document should only have one solution. So, 10 questions = 10 word documents.

Extension:

- All word documents must be saved with **“.docx”** extension.

Filename:

Your word file should be named using this notation –

“<Book ID>-<chapter number>.<section number>-<problem number>”

So, 1738-5.4-3P is a valid file name.

Note: Incase there is no section number, your file name would follow the notation –

<Book ID>-<chapter number>-<problem number>, so 1738-5-3P

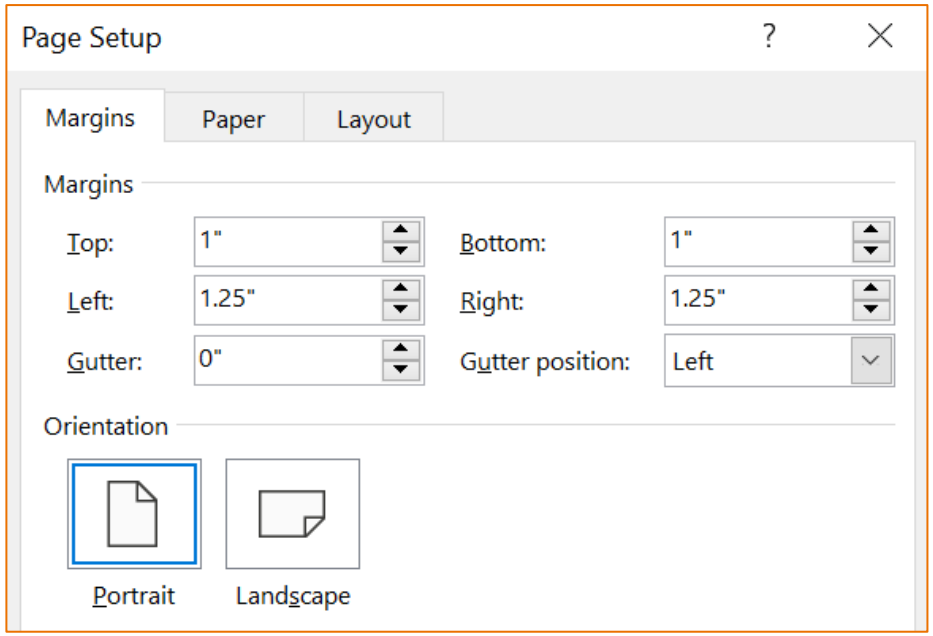
NECESSARY DOCUMENT SETTINGS

Page Setup: To start doing your page setup, go to [Layout > 

]

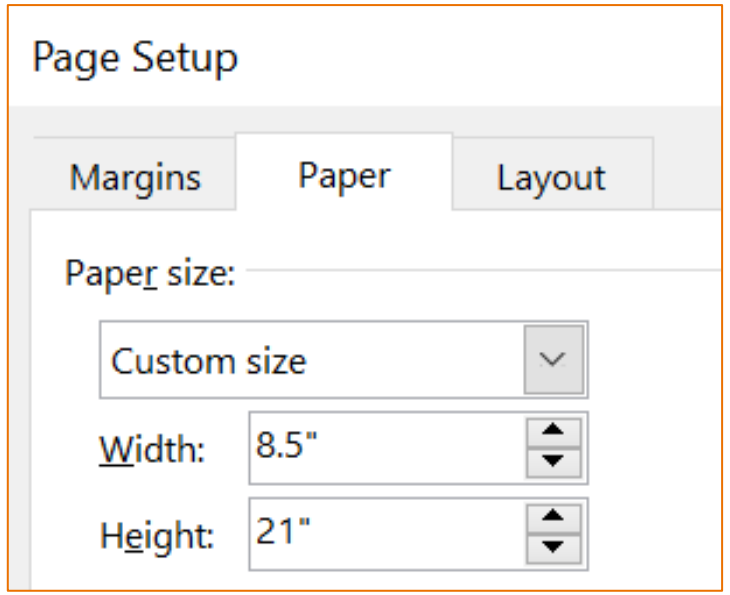
PAGE SETUP > MARGINS

- Set Margins exactly as written below
- Set Orientation as Portrait



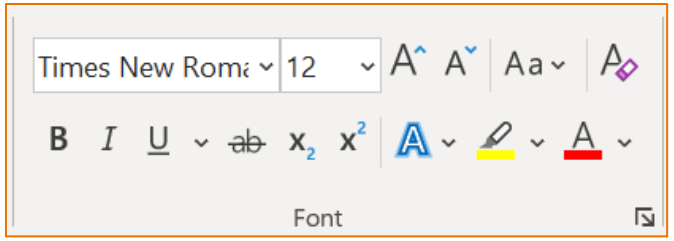
PAGE SETUP > PAPER

- Set Paper size as shown below



HOME > FONT

- Font name must be “**Times New Roman**”
- Font size must be “**12**”



- Set the default alignment option to “**Justified**” (Ctrl+J).

Parts of a Solution

1. **Title**
2. **Text**
3. **Equations**
4. **Diagrams**
5. **Graphs**
6. **Tables**

Might be relevant, depending upon the question and subject.

Note: A solution must have **atleast 2 of the 3 below, though it is recommended to have all 3**:

1. Introduction
2. Body
3. Conclusion

1. Title

What it includes

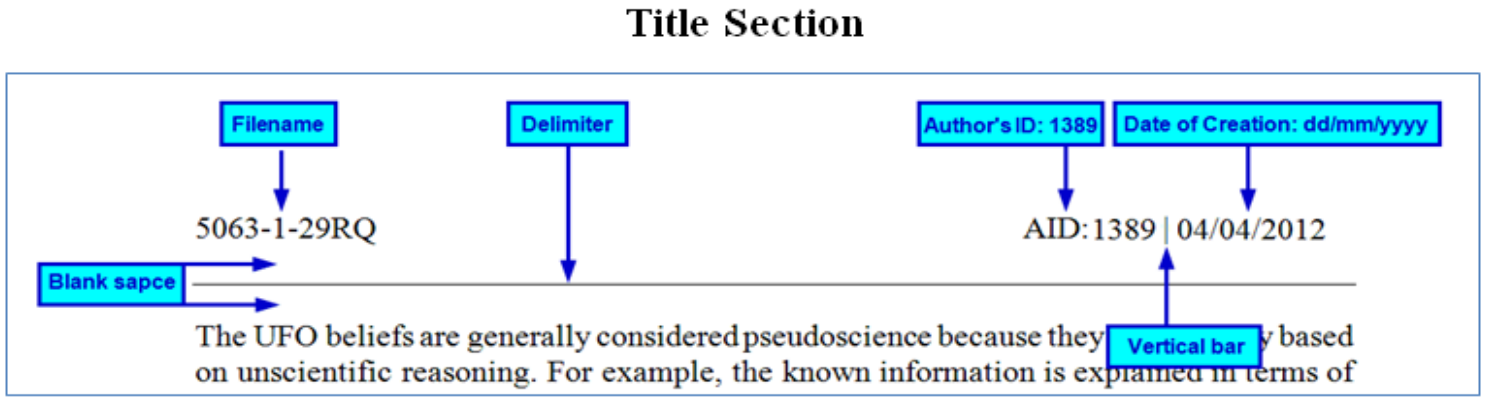


Figure-2

a) **Filename :** as discussed in 7th slide
b) **Authors ID (AID) :** unique ID allotted to the author of the solution
c) **Vertical Bar "|" : (**press Shift + "\")
d) **Creation Date :** date of creation. If the solution is being resubmitted, use the resubmission date (dd/mm/yyyy)
e) **Delimiter :** a horizontal line that demarcates the end of the title portion.

Delimiters – All about them

A delimiter is a horizontal line that spans the entire text width on the page.

HOW TO CREATE

- **Hit the dash button three times "---", and then click ENTER once.**
- Then, click ENTER once more to create a blank line.

Note: *Delimiter(s) created using any other method will be* ***rejected*** *in HTML conversion process*.

WHERE TO ADD

- **At the end of the Title** as shown in the previous slide
- **At the end of a step in a series of steps**
- **After every sub-part** incase of multiple parts or sub-questions (e.g., (a), (b), (c) …)

WHERE NOT TO ADD

- After the last step of a solution
- At the end of a page for solutions that are longer than one page
- At the beginning of a page for solutions that are longer than one page

2. Text

Things to remember

- Chegg solutions should be in the form of text to make it learnable for the student.
- Text should be to the point.
- **Every step in a solution must start with a sentence**.
- Sentences should be **instructional and direct in tone**.

“One should take the summation of all the values” ✗

“Add the values” ✔

- Colored, *italics*, **bold text**, highlighter, or bullet points should be used to emphasise important points.
- To **color text, use MathType** only.

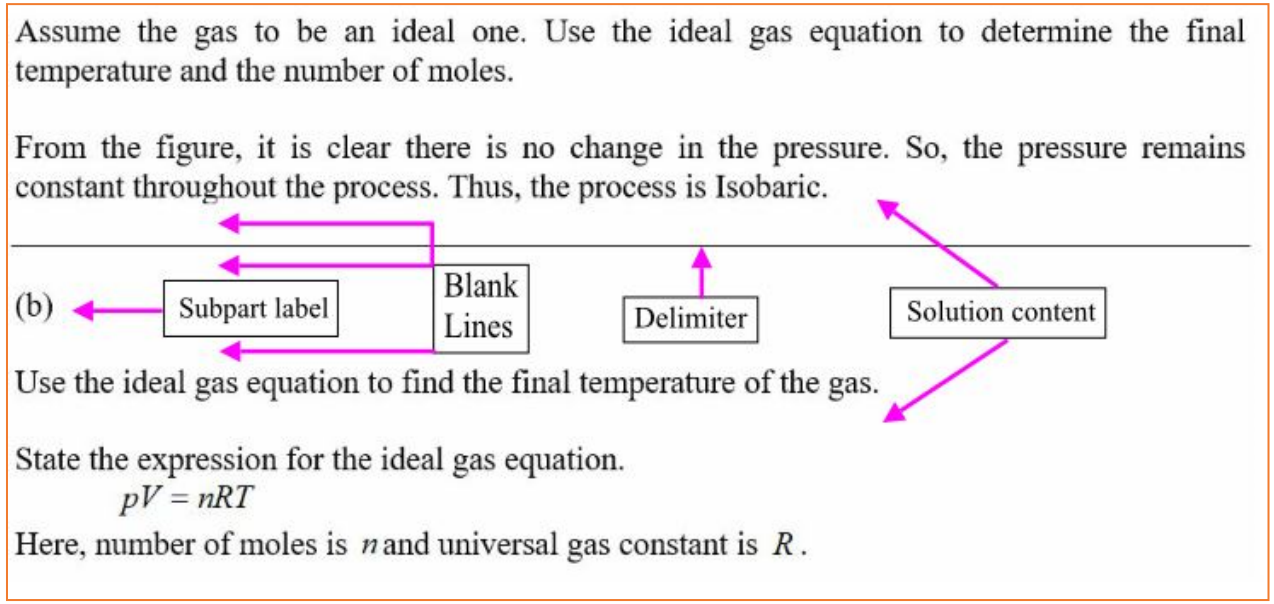
2. Text

How to label sub-parts

If a problem consists of subparts like (a), (b), ..., then they should be labeled in the following way:

- Type the subpart name in the same format as given in the problem **(A)** ✗ **(a)** ✓
- Don’t type anything in the line containing the name of the subpart
- Leave the next line blank
- Start the opening sentence after the blank line

Refer image below:



3. Equations

Tools to use

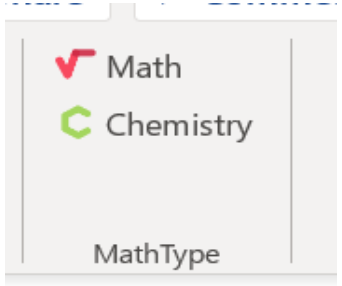
- **MathType**

Use MathType to write equations and mathematical expressions in the solutions. It is a free plug-in software available for MS Word.

To add it, go to [Insert > Get Add-ins] and search for MathType.

After you install it, this will appear in

the top right corner of the insert menu.



- **Microsoft Equation 3.0**

If MathType is not available, use Microsoft Equation 3.0 available in Word.

To add it in Word 2007 or 2010, go to [Insert > Object > Microsoft Equation 3.0]

Points to remember while writing equations

General Rule

- Limit the number of lines in a single equation object to **no more than four**.
- Unless the equations are very short**, a line should not contain more than one "equal to" ("=") sign.**

General Rule

- **Align the equity symbols** as shown below.
- Example:

$$qu^{q-1}\frac{du}{dx} = px^{p-1}$$

$$\frac{du}{dx} = \frac{px^{-1}}{qu^{-1}}$$

$$\frac{du}{dx} = nx^{n-1}$$

MathType Specific

- **Do not** write normal text using MathType.
- **Do not** resize the MathType object.
- **The font size** used in MathType **should be 12**.

MathType Specific

- The **width** of the MathType object **should not be more than 6 inches.**
- Right-click on the MathType object, select "Format Object" and choose the "Size" tab to measure the width.

Common guidelines about Diagrams, Graphs & Tables

Before proceeding to specific guidelines, let's look at some common guidelines for Diagrams, graphs & tables.

We admire them

- **Neat and well-labelled diagrams, graphs, and tables** are a great addition to many solutions.

Keep them original

- They **must be originally authored and cannot be scanned or copied from the textbook** or any other source.

Remember

- **No step of a solution should start with a diagram, graph, or table**
- **Include a blank line before and after** every diagram, graph, or table.

4. Diagrams

There are 2 ways to sketch diagrams in your solutions:

1. **Specialized software**

We strongly recommend using CorelDraw, ChemDraw or DrawPlus for drawing diagrams.

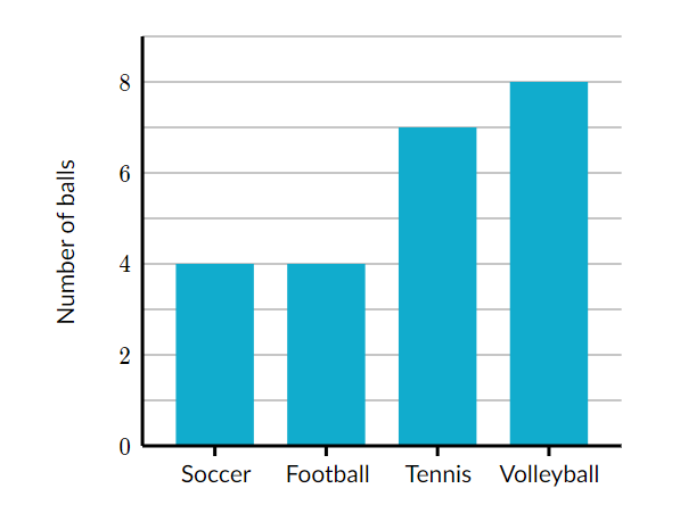
Once done, save a copy of the diagram as an image in JPEG/PNG format and embed it in the solution.

2. **Drawing tools of MS Word**

Use the Drawing tools (Shapes) provided in MS word toolbar and then convert it into image (JPEG/PNG) using Snipping tool.

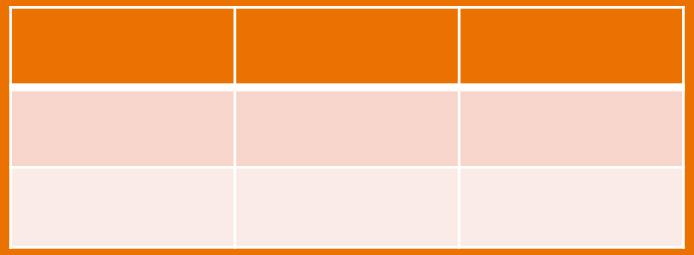
Note: For sketching complicated diagrams, use the recommended software in point 1.

5. Graphs



- We prefer using **Excel** to create graphs.
- **Please ensure that the graphs and all the axes are labelled**, and that the labels should be uniform throughout the solution.
- Graphs should only be **saved in image format (JPEG/PNG) and embedded in the solution document**.

6. Tables



- **We prefer using <u>Excel</u>** to create tables and paste them in the solution in image format (JPEG/PNG).
- Avoid using “Insert table” option available in word to create table(s), because the width of the cells in word table is not user friendly.
- **It is suggested to use MathType to create tables if content in any cell of the table involves equation(s)/expression(s).**

Payments

- **Payments are processed through NEFT Bank transfer between 15th to 25th of every month for the answers submitted in the last month between 1st-31st. [Note: We do not accept** Canara Bank accounts**.]**

For Example: Payment for valid responses submitted between 1st-30th Nov 2020 will be processed between 15th to 25th Dec 2020.

- **Payment Cycle 1:** For solutions that are accepted in the quality check by 15th of the month but were submitted last month.
- **Payment Cycle 2:** For re-worked solutions that are accepted in the second quality check by 20th of the month but were submitted last month.

- **TDS:** We are required to **deduct 10% TDS** (Tax Deducted At Source) on all Expert payments that we process. [For all such deductions, **we provide you with a TDS certificate/Form 16 every quarter** which you may use for claiming IT refunds (if eligible) at the time of filing your Income Tax Returns.]

Note: *You will receive the details of your earnings on your registered email ID by 10th -12th of every month, for the payment relating to verified solutions submitted in the previous month.*

Creating Instructional Solutions

Each Chegg solution should help students understand how to solve the problem at hand and should provide a guide in solving similar problems on their own.

GUIDELINES TO CREATE INSTRUCTIONAL SOLUTIONS

- While there may be multiple ways to approach and solve a problem, you should always **complete the problem as per the method that is used in that chapter**.
- Break down your solutions into **logical steps**.
- **All variables should be properly explained** when first used in a solution.
- **Formulas, units, and constants should be defined explicitly** as needed.
- **No solution should refer to a previous solution**, except when explicitly asked in the textbook problem.
- **Write sentences that have command tone.**

✘ Let us substitute 5 for a and 7.3 for b
✘ Substituting 5 for a and 7.3 for b, we get,
✓ Substitute 5 for a and 7.3 for b

- **Do not start any sentence with variables, numbers or equations.**

✘ r is the radius of the circle.
✓ The radius of the circle is r.

Units and Notations

Guidelines to writing Units & Notations

UNITS

- **Never italicize units**

✘ M = 25 *kg*
✓ M = 25 kg

- **Always insert a space before the units.**

✘ PQ = 5cm
✓ PQ = 5 cm

- **Do not use "dot" where you have to use "mid-dot"**.

Newton meter should be written as N · m, not N.m

NOTATIONS

- Strictly **follow the same notations of the textbook for variables/symbols** while creating solutions.

- ***Italicize* variables everywhere** – in sentences, equations, tables, diagrams, and graphs.

- Use MathType parentheses () if the expression to be put inside parantheses is more than one line high

- Avoid using ampersands ("&"). **Use "and" instead**.

- **Avoid using shortforms** like "L.H.S.", "RHS", "w.r.t.", ∴ , ∵ and others.

Instead, **write out the complete term.**

Thank You.

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