

General Guidelines for Written Work

The following are general guidelines for written work for Dr. Savalli's classes. Always check specific instructions on the assignment or course web page for any deviations of these policies.

1. Unless specified otherwise for that assignment (for example, papers turned in via Blackboard's *SafeAssign*), you are expected to turn in a physical, printed copy of the assignment. Do not assume I will accept copies submitted via email unless specifically permitted in the assignment instructions or you have made arrangements to do so ahead of time. An assignment will be considered turned in when I receive a physical copy, not the emailed version.
2. If the assignment is on a worksheet or question sheet with space provided for answers, the homework **must be completed on a printed copy of that sheet** unless specified otherwise. Reformatted, rewritten or retyped worksheets/questions including any alteration to fonts or layout will not be graded and will get a zero.
3. Worksheets and problem sets that are to be answered on the provided sheet can be handwritten, though you are urged to write legibly. Use only **blue or black ink or pencil**. You may type your answers on the worksheet provided you do not violate rule #2. If you do so, you should use a different font than used for the worksheet itself (I typically use Times or Book Antiqua).
4. If the worksheet or homework provides specific boxes or places for your answers, the **answers must be in that box or space**. I will ignore anything outside of the box. If you mess up, print another copy of the assignment.
5. All worksheets that are to be turned in for grading **must be printed at full size**. If you print at reduced size (e.g. 2 pages printed on one side of a sheet), your grade will be reduced by the same proportion (e.g. ½). This includes worksheets that are printed in advance and completed during labs. (My eyes are not as good as they used to be!)
6. Assignments that are written without use of a worksheet (e.g., essays, papers, field notes) should be typed/word-processed unless otherwise indicated. As a general rule, such assignments should be **double-spaced** with **2.5 cm margins** all around and using a **12-point serif font**. Be sure to check more specific requirements that may be posted.
7. **All assignments** that require more than one sheet of paper **must be neatly stapled in the upper left corner**. **Papers that are loose, paper-clipped, dog-eared or otherwise unstapled will not be accepted or will receive a 0**. Period. Please note that except for labs, there are no staplers in the classrooms. Students should take care to make sure that all pages are in the correct order.
8. You are encouraged to print double-sided for worksheets and papers if you can, but are **not** required to do so.
9. For papers turned in online (such as via Blackboard's *SafeAssign*), **PDF format** is preferred to avoid formatting issues between different operating systems. Page headers should include your name and page numbers. You should make sure that your work is **suitable for black-and-white printing**: this generally means that you will have to reformat graphs to use different fill patterns and symbols in black rather than using colors. Do not just use *Excel's* default settings.