Submission Guidelines for course assignments

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Identification: Be sure to identify yourself on each assignment that you submit. This includes the body of an email message or the beginning of a text document. If the purpose of an email message is to submit a file as an attachment, then the identification information does not need to be included in the body of the email message. Identification information must be included in the attached document, however.

> Sue Smith
> AETE 703, Spring 2007
> Flash Experience
> January 17, 2007.

Email Submission: In the subject line, start with your last name and include an identifier. If there is another person with the same last name, also include your first initial. The subject line information should be included for every email, including those that contain attachments.

> Subject: Smith Picture
> Subject: SmithS Picture

File names: Start with your last name and include an identifier. Try to keep the file names short.

> SmithPic.jpg
> SmithTips.doc

File Types: Please submit text files in Microsoft Word. If you have a problem with this format, contact the instructor prior to submitting any documents. Other document types will be identified with assignments as appropriate.

Document/Text format: When submitting a text document, use the following attributes:

> One-inch margins all the way around the page.
> Use a san-serif, 12-point font such as Arial or Helvetica.
> Use single spacing between lines and paragraphs. Indent the first line of each paragraph.
> Use a footer on every page except the first. Put your full name on the left side and the page number on the right side.
> Use a view of 100 percent. Do not make the view larger, smaller or the entire page.
> Use a Page Layout view.
> Proper word processing skills are a prerequisite for this course. Proper use of indentation, page breaks and tab markers is expected.

References: Include a reference list whenever appropriate. It is important to identify the sources of information you use in your work. The reference list should be a separate page at the end of the document and does not count toward the specified number of pages required.