Proper homework format

The grader and I will attempt to grade your work carefully, and to give you feedback on it so that you can improve your skills. This is time consuming work, but is an important part of your learning in this course. Evaluating student's work is made more difficult (or impossible) when the work is sloppily written, when there are loose pages, when there are many words crossed out, etc. So you have to do your part to help us evaluate your work efficiently. Your homework must conform to the following rules:

- Work should be written on 8×11 paper single-sided, without ragged edges. If you tear pages out of a spiral notebook, be sure to cut off the ragged edges.

- Your name should appear at the top of each page. Pages should be numbered and stapled together.

- You should have a cover page which gives your name and a table of contents listing all problems that were assigned (whether you did them or not) in the first column, the page number within your homework where you have your solution (or not done if you did not do the problem) in the second column and a third column for the grader to write the score for that problem.

- Your work should be presented neatly and legibly and your writing should be of readable size. Also, you should make sure that you leave sufficient space for written comments. After writing out your homework, you should check it for readability, and, if necessary, rewrite it.

- The rules of English grammar (including those of spelling and punctuation) should be obeyed.

- In the case of problems with a short answer, it is not enough to only give the answer. You must include enough additional information (explanations, diagrams, etc.) to justify your answer.

- You are urged to consider typing your homework. Typing is not required, but it makes grading significantly easier. Also, typing and proofreading the results are almost certain to improve the quality of your exposition. You may not feel like recopying an entire page of handwritten material just to improve one sentence. However, such changes are easy in a word processor. If you find it difficult to type complicated symbolic expressions, one solution is to type the text and leave space for the expressions, which are then entered by hand.

Written work that deviates significantly from these requirements may be rejected as "unacceptable".