Math 2250
Format Suggestions for Submitted Work

The following ideas might improve your work. Kindly look also at samples of handwritten work at the course web site.

1. Use engineering paper or plain white paper. Lined notebook paper and graph paper are not acceptable for mathematics, because they introduce flaws in vertical white space.

2. Reports are hand-written in pencil. They start with a problem statement followed by the book's answer or by a final answer summary. Supporting material appears at the end, like a tax return.

3. Every report has an answer check. For problems with textbook answers, it is usual to see *"the answer matches the textbook,"* or briefly **B.O.B.** For problems without a textbook answer, a full answer check is expected. Use of abbreviations **LHS** and **RHS** to expand the sides of an equation is expected.

4. Mathematical notation is on the left, text on the right, about a 60% to 40% ratio. One equal sign per line. Justify equations left or align on the equal signs.

5. Text is left-justified on the right side. It includes explanations, references by keyword or page number, statements and definitions, references to delayed details, like long calculations, graphics and answer checks. Attach computer code or graphs at the end, like a tax return, but only when it is appropriate to do so. Generally, a summary suffices or a statement like *"maple computation."*

6. Justify equations left or else align them on the equal signs. Avoid equations that drift left and right or are written at an angle. Insert ample vertical white space between equations.

7. If using the solution manual to write homework, then please improve on their solution. Exact copies of the solution manual are discouraged by graders, who award a score of zero.

8. Differences between the book's published answer and your answer should be explained, e.g., theirs is $y = x$ and yours is $y = e^{\ln x}$.

Maintain copies of your work and keep the gradesheet record current. If your work fails to come back, then please send an email inquiry.