

## Math 2250

### Format Suggestions for Submitted Work

The following ideas might be used as improvements to your work. Kindly look also at xerox samples of handwritten work distributed in class.

1. Reports are hand-written in pencil. Use an eraser to correct the work. No scratch-outs, please.
2. Reports look best on white paper or engineering paper. Please avoid using normal line paper and graph paper.
3. A report starts with a complete problem statement. Always include the section number, problem number and page. Keep your notebook in the book's order.
4. Mathematical notation is on one side (the left) and text is on the other side (the right), about a 60% to 40% ratio.
5. One equal sign per line. The plan is to make math readable.
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. Text includes explanations, references by keyword or page number, statements and definitions, references to delayed details such as long calculations, graphics, tables, maple code.
8. Every report has an answer check. It is usual to see "*the answer checks with the textbook.*" In cases when this is not possible, a complete answer check is expected. Use of abbreviations **LHS** and **RHS** to expand the sides of an equation is expected.
9. Attach computer code or graphs at the end, but only when it is appropriate to do so. Generally, a summary suffices or a statement like "*maple computation.*"
10. Exact copies of the solution manual are discouraged. If no other detail appears, then the score earned is zero.
11. 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 ask about it. At semester end, work is stored in a box outside 113jwb.