

## Math 2250

### Format Suggestions for Submitted Work

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

1. Use green engineering paper or white unlined paper. Lined notebook paper and graph paper are not acceptable for mathematics, because they introduce flaws in vertical white space and in the positioning of formulas.
2. Reports are hand-written in pencil. Write your name in the upper right corner. The work is returned to the 7:30 class if you write 7:30 and to the 10:45 class if you write 10:45. Please do not put private data on your paper [no ID number!].
3. After your name and class, write the problem number 1.2-4 and then the problem statement followed by the book's answer or by a final answer summary. The solution follows these lines. Please, one problem per package.
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. Avoid equations that drift left and right or are written at an angle. Insert ample vertical white space between equations.
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. 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. 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.