

Math 5420

Format Ideas 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.
3. After your name, 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 not a proof has an answer check.