

Assignment Submission Guide

Probability & Statistics

Applicability

The requirements listed herein apply to all hand written work, subsequently scanned, and submitted to fulfill an assignment requirement.

Work Requirements

Use standard white 8.5" x 11 *inch* three ring binder notebook paper, either wide or narrow (college) ruled. Use of graph paper, where appropriate, is permitted but not required unless otherwise explicitly specified.

Write on only one side of the paper. Do not write on both sides of the same sheet of paper.

Write using only a sharp number two pencil; do not use ink pens, felt tip pens, etc.

Do not write anything, including problem numbers, in the left ruled margin on the sheet of notebook paper. (*This region of the page is used to display scores and/or make comments about work.*)

WORK MUST BE NEAT.

Problems must be submitted in numerical order. For example, work for problem 2.15 must appear before work for problem 2.21.

WORK MUST BE SHOWN. Simply listing an answer, even if correct, without an appropriate display of work, will be marked as zero credit.

Work "down the page". For example, work "*part b*" of a problem below, on the sheet of paper, work presented for "*part a*". Do not work, for example, *Problem Number Two* on the paper to the right of *Problem Number One*, regardless of the amount of space available on the paper.

Clearly delineate the "*final*" answer. Where appropriate, be sure to include *units* with the answer.

Any graph must be properly labeled and axes drawn using a ruler.

Scanning

Pages must be scanned so that work appears in numerical order, by problem number, and at 100% of the 8.5 X 11 *inch* paper size.