

# CS 442 File Naming and Formatting Guidelines

Last updated 14 Feb 2017

## Submissions

- All documents should be uploaded to the appropriate git repository by the date and time when the assignments are due, commonly but not always 30 minutes before class time.
- Please submit hard copies of all progress reports and summaries, at the first class period following the electronic submission deadline. Double-sided single sheets are preferable to stapled single-sided sheets, but either is acceptable.

## General Format for All Reports

- The body of paragraphs shall be in Times New Roman font, 11 or 12 point font, ( preferably 12 ), single spaced, with justified paragraphs.
- The title shall be in bold Arial typeface, generally larger than 12 point.
- The group number and all group number names shall appear on a line under the title, in 11 or 12 point bold Arial font.
- Other font styles and sizes may be used for section headings, subscripts, mathematical formulas, etc. ( Suggested font style for section headings is 12 point bold underlined Arial. )
- Margins shall be 1" on all sides.
- File names shall include the group number and an identifying description. Example: "group42FirstProgressReport.doc", group42FinalReportSummary.docx, etc.
- Allowable file types include .doc, .docx, and .pdf. Ask before submitting other types.

## Summaries

- The final report shall be accompanied by a summary not to exceed two printed pages ( or one double-sided sheet. )
- The format of the summaries shall match that of the progress reports described above.
- File names shall include the group number, the type of report being summarized, and the word "Summary". For example, "group42FinalReportSummary.doc".