1. Use engineering [E-2] paper, one side only, do not fold.
2. Staple multiple pages, more than one problem may be worked on the same sheet if space is available, but do not start a problem in the middle of a sheet if it cannot be finished on that sheet without crowding.
3. Use pencil and erasers, no pen or cross-outs.
4. Print, no script, all printing must be neat and horizontal.
5. Use a straight edge, compass, and templates as appropriate for drawing.
6. Include the symbolic form of all governing equations used.
7. Use symbolic format/variables as much as possible in your solution.
8. Show numerical values with an appropriate number of significant figures.
9. Organize your solution so that it can easily be followed.
10. Underline intermediate answers, double underline final answers.
11. Indicate the final answers with an arrow from the right margin and label the arrow with the name of the variable.
12. Include units with all intermediate and final answers.
13. Reference any tables or figures used to import information.
14. Each solution should be complete.
15. Your work must have a professional appearance and be neat.
16. Some classes may require computer printouts. In these cases the material handed in must include a complete statement of the problem and clearly indicate the solution including the specifications with units as described above.