

# Guidelines for Electronic Submission

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Below are the requirements for electronic submission of assignments.

For mathematics papers and assignments, I strongly recommend using L<sup>A</sup>T<sub>E</sub>X. You can find more information about L<sup>A</sup>T<sub>E</sub>X on the web page *Mathematical Writing: Tips and Guidelines*.

- Turn in a hard copy, even if you do submit an electronic version of your document.** It is easier for me to make comments or provide feedback with a paper printout.
- Use an approved file format.** The following file formats are preferred (with the most preferred ones at the top of the list):
  - T<sub>E</sub>X/L<sup>A</sup>T<sub>E</sub>X source file (suffix `.tex`)
  - A file created using one of the following applications: Microsoft Word, Corel WordPerfect, AppleWorks, or ClarisWorks. (Other software may be okay, but ask me first.)
  - Plain text file (suffix `.txt`)
  - Maple worksheet (suffix `.mws`)
  - T<sub>E</sub>X/L<sup>A</sup>T<sub>E</sub>X device-independent file (suffix `.dvi`)
  - Postscript file (suffix `.ps`)
  - Adobe Acrobat file (suffix `.pdf`)

Both Macintosh and Windows files are acceptable.

- Use approved disk media.** The following media are acceptable:
  - 3.5 inch floppy disk
  - 100 MB Zip disk
  - CD-R or CD-RW disk

You are also allowed to e-mail me an assignment as an attachment. In this case, no disk is necessary. Both Macintosh and Windows disks are acceptable. If you turn in a disk, I will make every attempt to return the disk to you in a reasonably prompt manner.

- The file name must contain your name.** Your professor is not amused by seventeen files all named `assignment07.doc`. Make sure that the name of your file is distinguishable. Some suggestions:
  - `j_doe.tex`
  - `doe.doc`
  - `john-doe-assignment07.mws`

- Hand in all linked files.** Make sure that if you have a linked file that is used in your document that I also have a copy of that file. For instance, if you use a file `mygraphic.eps`, make sure that this file is on the same disk and folder as the main document. If you e-mail me your assignment, attach all files to *one* e-mail.
  - Avoid exotic fonts.** If you use any strange fonts, it is likely that I will not be able to see those fonts on my computer. (You can avoid any font problems by using L<sup>A</sup>T<sub>E</sub>X.)
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