

MTH 251 Writing Guidelines for Graded Homework and Labs

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All graded homework in this course will be evaluated for your ability to meet the following writing objectives as well as for "mathematical content."

1. Include your name and submission date on the top right corner, and make sure your spacing allows for clear reading of the equations.
2. Solutions must either be word processed or written on engineering paper. If the paper is word-processed **all** mathematical symbols must be generated with a math equation editor.
3. Every solution must be written in such a way that the question that was asked is clear simply by reading the submitted solution.
4. Tables & graphs appearing in the original homework problems must also appear in solutions. For labs: simple/preparatory/extraneous problems can be summarized if the concepts are clearly included in later problems; it is best to include a problem if you are not sure.
5. All graphs appearing in your solution must contain axis names and scales when appropriate. Graphs must be accompanied by a figure number and caption. When the graph is referenced in your written work, the reference must be by figure number. Additionally, graphs for applied problems must have units on each axis and the explicit meaning of each axis must be self-apparent either by the axis names or by the figure caption.
6. All tables that appear in your solution must have well defined column headings as well as an assigned table number accompanied by a brief caption (description). When the table is referenced in your written work, the reference must be by table number.
7. A brief introduction to the problem is almost always appropriate.
8. In applied problems, all variables must be well defined, e.g. "s = position of falling rock."
9. If you used the graph or table feature of your calculator in the problem solving process, you must include the graph or table in your written solution.
10. If you used some other non-trivial feature of your calculator (e.g., SOLVER), you must state this in your solution.
11. All (relevant) information given in the problem must be stated somewhere in your solution.
12. A sentence that orients the reader to the purpose of the mathematics should usually precede symbol pushing.
13. Your conclusion shall not be encased in a box, but rather stated at the end of your solution in complete sentence form.
14. Align equal signs.