File Formatting Guidelines

PROPERLY FORMATTED & SAVED FILES:
This is how you must format your essay prior to submission. Please see the **Sample Format Page** in the course for more details:

> Treat essays for this class exactly like you would for a regular face-to-face class: Use **1.25 inch margins** all the way around, **double-space** your work, eliminate extra spacing between paragraphs. Use a standard typeface (e.g. Times, New Century Schoolbook, Garamond, Calibri or Ariel) and use an **11 or 12 pt. font** (nothing larger or smaller please), black text (no colors please!). Arrange your text "ragged" down the right-hand margin and flush to the left margin (this is the default setting in Microsoft Word), and indent each paragraph one tab. **Put your name, the date, and the essay assignment in the top left corner of the first page, and please include page numbers.**

This is how you must format your essay *file* prior to submission. You will find these rules repeated in the **File Formatting Guidelines** sheet within the course as well:

> Please note that you must submit **.doc** or **.docx** file attachment types *only* when you submit your essays to me (this applies to both emailed drafts, if required, as well as final versions using course upload tools). I cannot open, read, comment on or grade any other file types, including but not limited to **rft**, **txt**, **pdf**, **pages**, and **wps** files.
>
> Do not send me an essay that has not been either created in Microsoft Word or converted to a Microsoft Word document and saved as either a **.doc** or **.docx** file. (Do not manually type "doc" or "docx" at the end of your document – the software will do that automatically when you save your file before sending it to me if your are using standard word processing applications.)

The way you name your essay files, in order to keep me from losing them on my computer, must also be *exactly* as follows in order to receive credit:

> Your LAST name only + a short description of the ASSIGNMENT. Capitalize each new word in the title. Do not include your first name, do not include my name.
>
> > So, I'll pretend my last name is Smith and I'm submitting a final version of an essay for grading either by email or by using the course upload tools. Either way, I would save that essay file by naming it like this: **SmithSummary.docx**.
> >
> > For *draft* versions of your essay, put the word **DRAFT** in all caps into your file title before you email the draft to me, like this: **SmithChapter2DRAFT.docx**.
> >
> > For *revised* versions of your essay, please put the word **REVISION** in all caps into your file title before you email the revision to me, like this: **SmithResearchREVISION.docx**.
>
> Capitalize each new word, include only your *last* name (not your full name, and not my name), and do not put any extra spaces between words or any punctuation anywhere in the file title.

Again, these guidelines are extremely important – please follow them exactly as described. I handle hundreds of student files each semester, and your adherence to these guidelines is the only way I can keep track of everyone's work and guarantee that it gets graded and returned to you.

Submissions that do not follow these guidelines will be returned unread and marked down a full letter grade for not having fulfilled basic file requirements – *even if they are otherwise submitted on time and satisfy all other minimum assignment criteria.*