

MATH1050/1058 Instructions on submission of work

The instructions stated here apply to all work, hand-written or typed, submitted for assessment.

A. Hand-written work.

When you are writing a piece of work for submission, you should follow these instructions:

1. Use A4-size sheets, preferably white, or with a background colour which is as light as possible.
2. Write in blue or black ink, and write in a script which is large enough.
3. Leave sufficient space on the sheets, for the graders to write comments or feedback onto the sheets.
4. Put your name and student number at the top of each page of your work.

Remember that it is your responsibility to ensure that your work is legible.

B. Typed work.

When you are typing a piece of work for submission, you should follow these instructions:

1. The layout should be of A4-size. The text which does not involve mathematical symbols should be set at 'Times News Roman', with font size 12-14, and of the colour 'black'.
2. The mathematical symbols and notations appearing in your work must be properly typed (with the software you are using). They are expected to be consistent with what appear in the course material. Where it is absolutely necessary to deviate, you must clarify the meaning of your symbols.

You are encouraged to learn LaTeX, but you may use WORD if you want.

If you decide to type your work in WORD format, you are advised to make good use of various online softwares which aid the typing of mathematical symbols. It is left to you to explore which online softwares may be most convenient for you.

C. Electronic submissions.

1. (a) Unless otherwise stated, every piece of work for assessment is to be submitted to the 'Blackboard'.
(b) Do not send your work by email, unless you are explicitly told to do so.
Any such 'email submission' will be ignored.
(c) Upload your work into the correct item in 'Blackboard'.
If you have uploaded your work to the wrong item, you will be adjudged to have made no submission at all.
(It is not the graders' responsibility to find your work for, say, Assignment 3, in the 'Blackboard' item for, say, Assignment 2.)
(d) Reserve sufficient time for preparing the electronic copy of your submitted work.
No excuses for delay (such as 'The process of scanning or photographing takes more time than I expect', '*The online conversion takes much more time than I expect*') will be entertained.

- (e) Keep a copy of each of your submitted work at least until grade release.
2. When you are about to submit to the ‘Blackboard’ a piece of finished hand-written work, you should check whether you have followed these instructions below. If not, you should amend your file before making submission.
- (a) Put your work in one single file in PDF format or WORD format. (Other formats will not be accepted.)
 - (b) Put the image on each page in the correct orientation.
 - (c) Put the pages in a correct order, with each page of the electronic file corresponding to one and only one page of your work.
 - (d) Give your work the file name:—

[your name in the CUSIS record]_[your student number]_[submitted work].[extension]

For example, if your name in the CUSIS record is ‘Chan Tai Man’, your student number is 1155100123, the submitted work is for ‘Review Exercise 1’ and you submitted file is in PDF format, the file name of your submission should be: —

Chan_Tai_Man_1155100123_Review_Exercise_1.pdf

- (e) If your electronic file originates from photographic images, make sure that make sure that the lighting is correct when you are taking the photographs, and that the resolution of the photographic images is sufficiently high.
(Make sure you have followed the instructions stated in *Hand-written work* in the first place. If you get that wrong, you could not get this done right.)

Remember: you must ensure that the words and diagrams in the images are legible. It is not the graders’ job to convert the images into something legible. It is not their job to find marks for you at the risk of jeopardizing their eyesight.