

Rules for Turning in Problem Assignments and Test Solutions

We need some rules for turning in homework and tests by email to avoid unnecessary bookkeeping and logistics problems. Please adhere rigorously to the following rules. *Failure to do so may cause your submission to be rejected until it meets the rules.*

1. Indicate clearly in the title of the email who you are and what you are turning in. Use this format for problem sets:

Albert Einstein: problem set ch. 17

And this format for the email title for turning in tests:

Albert Einstein: test 1

2. Put all problem solutions for a chapter into a *SINGLE file*. Likewise, put your solutions for a test into a single file. There is software around that will combine camera images into a single PDF file on your phone; I use the free Scan function in Google Drive on my phone, but there are other options, many free of charge). *Don't send separate images for each problem.*

Put each problem set and each set of test solutions each in a separate file attached to a separate email message. Scanning your work by phone is fine, as long as the resulting PDF file is legible.

3. Send all attachments as PDF. Bitmaps like JPG, GIF, or PNG may not scale the same on different displays, making them difficult to view and manipulate. Bitmap files like JPG are also often much bigger than PDF files if they are at high resolution. If for some reason you feel that you must submit in a different format, contact me, but there is plenty of free software to put scans of your work into a single PDF file.

4. Make the name of the attachment file parallel the email title. Use the following format for attachment files containing solutions for a chapter:

A_Einstein-probset17.pdf

where the number refers to the *chapter number for the problem set* (not the sequence number of the problem set). Use the following format for test solution attachments:

A_Einstein-test1.pdf

Don't leave blanks in filenames (Unix/Linux systems, which I use, do not allow blanks in filenames), and avoid symbols like & or \$ or / or \ or @ in filenames, since they may be interpreted differently on different systems. If you use only upper and lower case letters, numbers, and dashes or underscores with no blanks in filenames, that should be recognizable on all computers.