

**Due Date:** Each written assignment has a due date; the assignment should be turned in *at the beginning of class* on that day. Homework turned in after the first ten minutes of class will get a 10% deduction for lateness, and homework turned in after class will not be accepted except in extraordinary circumstances and (except for emergencies) with advance permission from the professor.

**Identification:** Make sure the first page of each homework packet is clearly labeled with your name, the course number (Math 134), and the assignment number. Group assignments should include the names of all people who participated. Put at least one name or group number on every page, in case the pages become separated.

**Staple:** Staple all the pages of your assignment together in the upper left corner. Be sure the staple doesn't cover up anything (problem numbers, your name, parts of your answers, etc.).

**In order:** Arrange your solutions in the order the problems were listed on the assignment, with each problem clearly labeled. Problems that are out of order might not get credit.

**Legible:** Write your answers neatly and legibly, not too small, with as few erasures or crossouts as possible. Be sure to distinguish clearly between similar symbols, such as  $\ell/e/1$ ,  $s/5$ ,  $t/+$ ,  $x/\times$ ,  $y/4$ ,  $z/2$ ,  $\in/\varepsilon$ ,  $\subset/C$ ,  $\cup/U$ , and uppercase/lowercase letters. Unless mathematical ideas spring fully and impeccably realized from your pen, *your first draft is not acceptable*.

**White space:** Leave *one-inch margins* on all four sides of your pages, and leave at least two blank lines between consecutive problems. Don't be stingy with white space.

**State each problem:** Begin each problem by stating what you've been asked to do. You don't have to copy the complete problem statement verbatim; just write enough so that the TA will recognize which problem you're solving. If you're asked to prove something, state what you're going to prove in the form of a theorem.

**Identify answers:** For any homework problem that asks for a specific answer (such as the derivative of a specific function), show your reasoning clearly and legibly, and make sure your final answer is clearly identifiable. Unless the problem asks you to "prove" or "explain" something, you don't need to write complete sentences.

**Explanations and proofs:** If a problem asks you to "explain" something, give a cogent and convincing explanation, in complete sentences. It doesn't need to be a rigorous proof. If a problem asks you to "prove" or "show" something (both words mean the same thing), write a complete, rigorous mathematical proof, in complete sentences, making sure that the justification for each step is clear.

**Graphs and diagrams:** If a problem asks for a graph or a diagram, draw it as carefully and as accurately as you can (freehand is OK), and label all relevant parts of the diagram.

**Proofread:** Don't forget to read over what you've written before handing it in. You'll be amazed how many silly mistakes you can catch that way.

**Word processing vs. writing by hand:** I welcome computer-typeset submissions from those who are comfortable producing mathematical homework assignments by computer. If you do use a computer, please print out your solutions and turn in paper copies.

Because typesetting formulas by computer takes specialized software and a lot of practice, I don't insist that you use the computer. I'm happy to accept handwritten assignments, as long as they are *neat and legible*, and all mathematical symbols and formulas are clearly decipherable.

For those who decide they'd like to typeset their homework assignments, I've posted a link to some mathematical typesetting resources on the course web page.