

Guidelines for Submitting Assignments Electronically

Professor Jungwoo Ryoo
Division of Business and Engineering
Penn State Altoona
jryoo@psu.edu

Your assignments must always be submitted electronically. When turning in your assignments, please adhere to the guidelines shown below:

- Documents will be accepted in only text, Microsoft Word, or PDF formats. Any other formats are not allowed.
- Information about your identity and the particular assignment must be present in the beginning of your document. Please create a separate cover page for each assignment unless told otherwise. The cover page must include the following information:
 1. Title,
 2. Your name,
 3. Course name and number,
 4. Section,
 5. Your E-mail address, and
 6. Date.
- Use single spacing throughout the document and number each page if there are more than a single page. Page numbers should appear at the bottom and be centered in an n of m format where n is the current page number, and m is the total number of pages.