Homework Submission Format1 - All homework problems, unless otherwise directed by the instructor, should follow this format. This format is used for most professional engineering work. While the use of engineering paper is not required, it is highly recommended. At the minimum, the paper should have horizontal lines.

1) Headers: The top of each sheet of paper that you use for a homework assignment should contain the following information from left to right:
   a) put the staple (which is the required homework binder) to the far left
   b) print the date that the assignment was completed
   c) print the course name or number
   d) print your name
   e) print the page number / total number of pages

2) Writing Mechanics: All homework should be:
   a) carefully printed (or written in clear and legible cursive)
   b) printed in pencil and not in ink
   c) neat and clean, i.e. printed on the lines with no smudges or cross-outs
   d) layout in block-style only (e.g., do not crawl text upward along the edge of the paper)

3) Calculations: All homework calculations should:
   a) include at least one complete sample for every type of calculation presented
   b) include a brief text description for each of the major calculation steps (e.g., “perform a mass balance on component A”)
   c) include all units for each term in each equation and the units must balance
   d) use the appropriate (or at least reasonable) number of significant figures for all numbers
   e) clearly indicate the final solution by boxing it in with a rectangle or double-underlining

4) Problem Order: Problems should be presented:
   a) in the order assigned (one, two, three, etc.)
   b) with a new problem starting on a new page of engineering paper
   c) with the designated problem number, from textbook or professor
   d) using only the front side of each sheet of engineering paper

5) Problem Essentials: Problem solutions should include the following items in order:
   a) homework problem number listed at beginning of problem
   b) the given information – summary of the information that will be used to solve the problem
   c) the required information - the information or solution that we are looking for
   d) references for all additional data required to solve the problem (e.g., specific heat equation constants)
   e) a straight-edge diagram or diagrams that clearly illustrate the problem
   f) the solution of the problem including all required steps and calculations
   g) graphs and table – use graphing software or graph paper (do not sketch the graphs on regular lined paper); if using spreadsheets such as Excel, pay careful attention to formatting (e.g., turn off the default gray background; use markers for data point and lines for equations/functions)

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1 Adapted from Rowan University Engineering format
6) **Evaluation:** Double-check all of your calculations to make sure that:
   a) all of your math is correct, i.e. you made no errors in using the calculator or computer
   b) all of your equations are correct, i.e. you made no errors in manipulating equations
   c) all of your units balance, i.e. you derived the correct units for the desired solution
   d) your final answer is reasonable. (e.g., is your reactor bigger than the empire state building, is the temperature of any liquids much higher than the mixture boiling point. Is the pressure drop greater than 10% of the total pressure)

7) **Computers:** Homework Assignments using Computers
   a) Show sample calculations (with units) for each spreadsheet or MATLAB (or other application) calculation.