A major part of mathematics is the ability to clearly communicate your understanding of a concept. As a student, much of this communication will be in the form of homework. Therefore to be able to provide you with meaningful feedback, it is important that you put your homework in an easy to read, easy to navigate format. How you present your work should enhance the ideas you are trying to communicate, not impede them.

**Home work format:**

With that goal in mind, the following are some norms for submitting homework in this courses:

1. Your handwriting should be legible.

2. Homework with multiple pages should be **stapled** in the upper left-hand corner.

3. In the upper right-hand corner you should write (in this order)
   
   (a) Your Name  
   (b) Your Class and Section Number  
   (c) The Homework Set Number  
   (d) The Due Date of the Homework

4. Problems should be clearly labeled and numbered on the left side of the page. There should also be a visible separation between problems. Each solution should begin with the original problem statement.

5. You should leave the top left margin and the entire left margin blank so that graders may use this space for scoring and comments.

6. To ensure that each problem is graded, problems should be written in the order they are assigned.

7. It is good practice to first work out the solutions to homework problems on scratch paper, and to then neatly write up your solutions. This will help you to turn in a clean finished product.

8. You may work together on the homework. However, you should write up your solutions by yourself, unless you are specifically told otherwise by your instructor. Also, you should always acknowledge any help received, at the top of the assignment or in the margin.

adapted from https://www.math.hmc.edu/homework/