Hard copy of reports should comply with the following guidelines:

- Include the group number and group member names on the cover page of the report. Indicate which group member submitted the work. This can be done by underlining or asterisk or anything along those lines.

- Report documents should have page numbers and should be stapled together.

- Source code print outs:
    - ❖ Staple pages from the same source code file together. If pages are not from the same source code file, do not have them stapled together
    - ❖ Page numbers are helpful, but not necessary.

- Please do not use soft binder covers and/or folders because they increase the bulk of the papers.
- Clip all sections of your work together with a large binder clip (not a staple): report, source code printout, README.txt file, etc… They need to be separated as they are graded.