1. **E-Mail.** Send a note to me, trturner@uco.edu, with your project documentation attached to the noted.
   1.1. **Subject** of the E-Mail Note: The subject of the note is *CRN-last name-first name-pid*. For example, if your name is **Alan Turing**, you are enrolled in CRN **00000**, and you are submitting project **p01**, the subject of your note should be **00000-Turing-Alan-p01.**
   1.2. **Document Filename:** Make the file name of the file containing project documentation *CRN-last name-first name-pid***.docx.** For example, if your name is **Alan Turing**, you are enrolled in CRN **00000**, and you are submitting project **p01**, the file name should be **00000-Turing-Alan-p01.docx**
2. **Project documentation.** Download the project template for each project and complete sections discussed below.
   2.1. **Header**: Change the name, Ms. Petunia Perfect, to your name.
   2.2. **Cover Page:** The first page of your project is the cover page. The cover page has two parts, an **Author Identification Block** and a **Scoring Block**.
      2.2.1. **Author Identification Block:** Change the text in the author identification block so that it identifies you, this project, and this class.
      2.2.2. **Scoring Block:** The scoring block is complete. Make no changes to the scoring block.
   2.3. **Project p03, p04, and p05 Analyses Sections:** Complete the three analyses sections given for projects p03, p04, and p05 according to instructions given in class. Project p01 and p02 have no analyses. Do not insert analyses sections in the project templates for projects p01 and p02.
   2.4. **Source File Listings:** Each project template has a separate section for each file in the project. Employ WinSCP to copy your source files to the folder where you have stored project template. Then, select **Insert | Object | Text from File** from the Microsoft Word toolbar to insert source files from your projects. Insert only one source file in each section.

3. **Source File Format.** Each source file must have an author identification block comment and must have regular indentation to reflect the localities and flow of control.
   3.1. **Author Identification Block:** The author identification block at the beginning of each source file must have the same information and formatted similar to the author identification block given in project templates. Your author identification block must have your name, your name, your student id, your e-mail address, the course, the section, the project, the date, and your account identification.
   3.2. **Indentation:** You must use regular indentation to show the localities of your program and to show flow of control. Submitting a project where most or all of the source is aligned with the left margin will penalized.

4. **Source File Location:** Source files for all projects are stored on the department computer, **cs.uco.edu**, in the root directory (folder) of your student account. A score of *zero* (*0*) will be assigned to any project for which all the source files are not available to your instructor in the in the root directory of your student account.
5. **Project Scoring:** The source files on your computer are the basis for your score. If, for example, you represent to your instructor that your project compiled and executed without error your project cannot be compiled without error, a score of **zero** (*0*) will be assigned to your project.
6. **Timely Help**: I will be happy to offer advice on any project *before* it is due. I will be happy to check any project *before* it is due. After the project has been submitted there will be *no* opportunity to correct errors.