1. **Submit projects electronically.** All projects are submitted electronically. Send a note to me trturner@uco.edu. Attach your project as specified below to the note you submit to me. Projects are due at the beginning of class on the date given in the course administration.
    1.1. **Subject:** Make the subject *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 line should be **00000-Turing-Alan-p01.**
    1.2. **Attachment:** Make the file name of the file containing project documentation similar to the subject. Make the file name of the 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, make alterations specific to the project and complete sections discussed below.

    2.1. **Header**: Change the name, Mr. Alan Turing, colored in red, 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 colored in red to text related to 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 p09 Analysis Sections:** Complete the three analyses sections given for project p03 according to instructions given in class. All other projects have no sections devoted to analysis. Do not insert analyses sections in the project templates for any project except project p09.
    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.
    2.5. **Text, colored in red.** Change all text colored red to black.

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 student id, your e-mail address, the course, the section, the project, the date, and your account identification. Please refer to the sample author identification comment block below.

```
//--------------------------------------------------------------------------
//Author:        Ms. Ada Lovelace
//Student ID:    *00000000
//E-Mail:        alovelace@uco.edu
//Course:        CMSC 2613 – Programming II
//CRN:           20975, Spring, 2017
//Project:       p01
//Due:           January 20, 2017
//Account:       tt000
//--------------------------------------------------------------------------
```
Figure 1. Sample Author Identification Comment Block

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.