

## English 365: Document Submission Requirements

During the semester, you will be submitting various documents on the dates indicated in your syllabus. Each document must be submitted in both a **manuscript** (ms.) and **camera-ready**(c-r) format. The differences between these formats are explained in Appendix I of the course Online Manual, which can be accessed via links on the English 365 Home Page. The essential difference is that the ms. version uses double spacing and need not include non-textual elements; whereas the c-r version has all the features of a published document (including non-textual elements) and is single spaced.

The manuscript format will allow me to more easily mark and grade each document's text, while the c-r format will allow me to judge a document's layout and design.

On the document submission date, the two versions of the document must be stapled together with a cover or title page. This hard copy will be turned in at the **beginning of class**. It will not be accepted after that without penalty, so **do not** plan on waiting until class starts to print out your hard copy.

The cover page should include the following information: 1. the title of the document; 2. your name; 3. the project name; 4. the name of the course, section number, and semester; 5. my name; and 6. the date of submission. I urge you to create a template and modify it for each document you submit. Look at the next page for a sample of what such a cover page might look like.

# **How to Create a Home Page for English 365 Using Macromedia Dreamweaver MX 2003**

*by*

Alfred E. Newman

Project: Instructions

Submitted to Ms Jane Fiero

English 365-x  
Technical Writing

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