

## English 365: Document Submission Requirements

During the semester, you will be submitting various documents at scheduled checkpoints. Each of these must be submitted in both **manuscript** (ms.) and **camera-ready** (c-r) versions. The differences between these formats are explained in Appendix I of the course manual, which can be accessed via a link 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 proof and edit a document's text, while the c-r format will allow me to judge a document's layout and design.

At the scheduled checkpoint, unless otherwise noted, 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** at the scheduled checkpoint. It will not be accepted after that, so **do not** plan on waiting until class starts to print out your hard copy.

The cover page should include the following information:

- the title of the document
- your name
- the project name
- the name of the course, section number, and semester
- my name
- 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.

Each document is "graded" twice: at the checkpoint and as part of the final portfolio. At the checkpoint, a document can earn up to 50 points. However, the portfolio receives a holistic grade of up to 400 points, thus no specific grade applies to any single revised document, but you will be required to hand in all your marked first drafts in a single manila envelope at the same time you submit your portfolio. I can thus compare your revised work with your first submitted drafts.

Even though you can access this document at any time via the Internet, my advice is to print it and keep it handy in your notebook.

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

*by*

Alfred E. Newman

Project: Instructions

Submitted to Dr. John Fiero

English 365-3  
Technical Writing

February 14, 2005