

## File Formatting Guidelines

Please note that you must submit **.doc** or **.docx** file attachment types *only* when you submit your essays to me (this applies to emailed drafts as well as final versions using the course upload tools). **I cannot open, read, comment on or grade any other file types, including but not limited to rft, txt, pdf, pages, and wps files.**

Do not send me an essay that has not been either created in Microsoft Word or converted to a Microsoft Word document and saved as a **.doc** or **.docx** file. (Do not manually type “doc” or “docx” at the end of your document – the software will do that automatically when you save your file before sending it to me.)

The way you name your essay files, so that I don't lose them, must be *exactly* as follows in order to receive credit:

Your **LAST name only + the assignment title**. So, I'll pretend my last name is Smith, and I'm submitting a final version for grading, either by email or by using the course upload tools. Either way, I would save my essay file by naming it **SmithDillardESSAY.docx**.

For **draft** versions of your essay, please put the word **DRAFT** in all caps into your file title before you email the draft to me, like this: **SmithDillardDRAFT.docx**.

For **revised** versions of your essay, please put the word **REVISION** in all caps into your file title before you email the draft to me, like this: **SmithDillardREVISION.docx**.

Capitalize each new word, include only your **last** name (not your full name, and not my name), and do not put extra spaces between words or any punctuation anywhere in the file title. Please follow these file naming rules exactly in order to avoid my returning your essay to you unread and marked down a full letter grade for not fulfilling assignment requirements (even if it is otherwise submitted on time).