

Module Formatting Instructions

SIE 525 Information Systems Law

All submissions by students sent through the **Student Module Submissions** menu link in Blackboard must be embedded in the content of a message (i.e. no attachments allowed).

PLEASE KEEP FORMATTING SIMPLE FOR YOUR MODULE ASSIGNMENTS!

- **DO** include and retain all module questions and assignments throughout the semester within a single compiled Word document so that this document is complete when you reach the end of the semester
- For the delivery of each Module, **DO** copy **ONLY** the questions and your responses from the Word document for each Module when due and paste them into a message under the Blackboard link titled Student Module Submissions.
- **DO** name your submission "LastName - Module xx"
- Do **NOT** attach files (Attached files are reserved for final reports, exams and explicitly when told to do so. That is under Midterm Exam Submissions, End of Semester Files, etc)
- **DO** relist the questions and their numbering in your response. As the semester moves forward you will want to recall what the questions were so they must be copied as part of your submission.
- **DO** check the spelling and grammar prior to submission.
- Do **NOT** do any bold or italic formatting or colored text.
- Do **NOT** use anything but single spacing.
- Do **NOT** indent any lines or paragraphs in your responses.
- Do **NOT** leave blank lines between the question and your response.
- Whether your response is long, do **NOT** leave blank lines between paragraphs but just go to a next left justified line.