

**FORMAT
For
ENGINEERING PROBLEMS**

- (1) Use engineering paper ---lead pencil (H)**
- (2) Use 1/8 vertical caps for lettering**
- (3) Complete title block on every page**
- (4) Problems will have:**
 - (a) Proper identification**
 - (b) Given, find, and solution sections**
 - (c) Allow some empty space between section; have sections stand out**
 - (d) Write on every other line**
 - (e) Complete and correct free body diagrams and sketches**
 - (f) All formulas, the substitutions used in the formulas and then the answers**
 - (g) Units (dimensions) with all numbers**
 - (h) Answers double underlined and indexed in the right hand margin. Do not use "ans" for identification. Use straight edge for these lines.**
 - (i) Long, thin arrowheads**
- (5) All problems will be done in an orderly manner. Try to work down the page rather than across.**

DO NOT CROWD YOUR WORK