Documentation & Formatting Guidelines

1. All programs must begin with comments similar to the following:
   // Name
   // project title
   // course
   // date
   // approximately 100 words describing the PROBLEM

2. Each structure is REQUIRED have a comment at both the beginning and the end.
   • Beginning comment explains why or what the structure is for
   • Ending comment simply notes the end of the structure
   • EXAMPLE
     int main ( )
     {
       int Count = 1;
       while (Count <= 10) // Calculate grade for 10 students
       {
         //your code goes here
         Count = Count + 1;
       } //end while Count
     }

3. Matching brackets { } MUST be vertically aligned. No characters are to be in the vertical space between them. (See above example.)

4. All nested structures must be properly indented. (See above example.)

5. All variables (user defined identifiers) must consist of AT LEAST 3 characters and must clearly indicate the name of the item it represents.
   • EXAMPLE: Use TaxRate not TR

6. If in doubt, include a comment, but all comments should be program specific.
   • EXAMPLE
     o GOOD: // Print paychecks for 100 employees
     o BAD: // Print

7. Comments do not have to be full sentences. Eliminate unnecessary words.
   • EXAMPLE
     o GOOD: Calculate grade for 10 students
     o WORDY: I am calculating the course grade for 10 freshmen students

8. No WRAP_AROUND is allowed for comments or for statements. Check your printouts. Sometimes there is not wrap on the screen but there is on the printout.