1. All programs must begin with comments similar to the following:
   // Your Name
   // Project title
   // Course number & Name
   // Date due
   // 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
       }
       //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. If a comment can be removed from your program & placed in any other as is, it is a BAD comment.
   - EXAMPLE
     - GOOD: // Print paychecks for 100 employees
     - BAD: // Print

7. Comments do not have to be full sentences. Eliminate unnecessary words.
   - EXAMPLE
     - GOOD: Calculate grade for 10 students
     - 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. Will deduct 1 point for each wrap line!

9. ALL output files MUST have your full name printed at the top of the first page. 10 point deduction if not.