Cybersecurity – Written Assignment Format

All written assignments will be completed on a word processor following the specified format EXACTLY. Microsoft Word is preferred. Do not use a non-formatting text editor such as Notepad. Written assignments submitted via email or through TurnItIn.com MUST be completed in MS Word.

Use the following format for each assignment (unless otherwise specified on the individual assignment). Additional details may be provided on specific assignments.

Paper header – Centered
- Cybersecurity - Title of Assignment
- Your name
- 1 blank line
- Start the body of your paper

Body of Paper
- Times New Roman 12 point font
- Single spacing
- 1 inch margins (all 4 sides)
- Start a new paragraph for each new idea
- Indent all new paragraphs

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Sample Formatted Assignment
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Cybersecurity – Sample Assignment
Ranette Halverson

In this sample assignment, Dr. Halverson is demonstrating how to format all the papers you will turn in this semester. It important to learn to follow specifications exactly, whether writing narratives, such as this, or writing program code. This will be expected of you in industry.

To ensure you receive a good grade, use the spell check and grammar check features in Microsoft Word. If submitting an assignment through TurnItIn.com, be sure to use the grammar and similarity features to correct additional grammar errors and to avoid plagiarism.

One more thing, ALL parts of your written assignments must be in your own words. To do otherwise is considered plagiarism. Also, generally, quotes will not be allowed in your written assignments. Of course, if you have any questions regarding any of your work, you should see Dr. Halverson in her office. You can drop by during posted office hours or email her to make an appointment.