Dr. Halverson made the following notes after reading the first drafts of the term papers. This should serve as a checklist for you as you finish your term paper. Due in hard copy and electronic copy on Tuesday, November 24. Ten points will be deducted for every day late.

2. References must be complete and citations recorded as shown in the “Graduate Paper Format.” For more information on references & citations, review the Plagiarism PPT show on Dr. Halverson’s web site or see http://www.plagiarism.org/ Any incidence of plagiarism will result in a grade of zero for the term paper. Dr. Halverson will check this. Note all citations are placed at the end of a sentence, inside the period like this [3].
3. Paper must include all the information listed in the term paper instructions handout.
4. The body of the paper, excluding diagrams, etc., introduction and conclusion must be at least 4 pages long.
5. Papers with excessing grammar, spelling, punctuation, and spacing errors will not be accepted. It will be returned to the student for correction with 10 points per day being deducted for each day late.
6. Verbs must almost always be past tense.
7. ALL abbreviations must be defined before using them. For example, International Business Machines (IBM)… From this point forward you can use IBM.
8. All terms that are “new” must be defined or explained. If I ask you about a term and you cannot answer, points will be deducted from your grade.
9. Proper names (e.g. persons, companies, computers) begin with capital letters. General terms do not, unless they are the first word in a sentence or list. If unsure, check your sources.
10. Numeric terms followed by a unit of measure must have a space between the number and unit of measure. E.G 15 nanoseconds (ns), $15 million.
11. Usually a hyphen (dash) is used with bit and byte when the term is used as an adjective. E.G. “16-bit register”, but not with “There are 16 bits in the register.” If in doubt, ask.
12. Small number should be spelled out unless in a table or technical description. E. G. “IBM built more than five-thousand XXX computers.” “The computer was developed over a period of seventeen years.”
13. Do not use contractions in formal papers. I.E. NO don’t, can’t, won’t, etc.
14. Do not use the term “in order.” Remove all occurrences. Use “that” very few times. Most occurrences can be removed without changing the meaning of your sentence.

Regarding Content
15. All papers must include diagrams, figures or tables, labeled & cited properly, and must be referred to and/or discussed in the body of the paper. A diagram demonstrating the parallel architecture must be included.
16. The body of the paper (excluding the introduction & conclusion) must contain all the information. You are not allowed to put ANY new information in the introduction or conclusion. To accomplish this, write your paper and only when it is COMPLETE, write the introduction & conclusion.
17. I will give a sample abstract for you to use.
18. Dr. Halverson will access several of your references and check to see if you have copied even one sentence directly from the source. If you do, this is called plagiarism and a grade of zero will be assigned.
19. Be sure to include all information on the handout. State if shared memory, distributed memory, vector or combination.
20. You will need to be creative in your research. Google more terms than just the computer name.