

## Format For Programs

The following guidelines and format should be used for turning in all assignments.

- 1) All assignments should have a declaration section at top of all programs which state:

*Name:*  
*Date:*  
*Homework # :*  
*Source File:*  
*Action:*

- 2) Each function should have a comment section before the function which states:

*Action:*  
*Parameters*  
*IN:*  
*OUT:*  
*Returns:*  
*Precondition:*

The IN parameter would correspond to a value parameter and the OUT parameter would correspond to a reference parameter. Remember that a parameter can be used for both input and output. If function is a void function then put "nothing" for the return line. Also do not just list the parameters in the Parameter section, but tell their purpose in the function and how they are being used.

- 3) Comment program code as well, but do not comment the obvious. Put comments to help explain the logic behind problem or what is being done.
- 4) Put blank lines in program code and in output. This makes reading code and output much easier.
- 5) Indent block code that pertains to loops and if statements.
- 6) ALL constants should be in ALL uppercase letters.
- 7) User defined identifiers should begin with an uppercase letter and subsequent characters should be lowercase, unless start of another word, ie. "DisplayMenu()".
- 8) Program output to turn in should have hand written comments on it to explain why test certain data, again do not comment the obvious. Also use an editor to cut and paste output on as least amount of pages as possible.
- 9) Please staple top left hand corner, NO paper clips or folding paper over.