

Guidelines for Composing Answers for Dr. Grieve's Graduate Classes

These guidelines should be followed whenever answering take-home questions for Dr. Grieve's graduate classes, whether those answers are exam (e.g., midterm or final) questions, reflection questions, or review questions.

- 1) Provide a title page with the type of questions being answered (e.g., Midterm Exam), the semester, and your name, if appropriate within the assignment instructions.
- 2) Copy and paste the question, including the actual number, at the top of your answer.
- 3) Order your answers in the same order that the questions appear in the instructions.
- 4) Use APA style, modified for class (these instructions are located [here](#)), and cite references, if appropriate.
- 5) Place the references used within the answer at the end of the answer, not at the end of the entire document.
- 6) Begin answering each question on a new page.
- 7) Define acronyms within each new answer. Do not assume that the information will transfer between answers.
- 8) Always use good grammar. I have some helpful hints for professional writing [here](#).