
Instructions for Electronic Submission of Your Journals for Crim/FNST419

1. Your journals are due on Wednesday, 8 December 2010 by 23:59:59.
2. You can submit your journals using any word processing program or format you want (doc, wpd, txt, pdf, rtf -- whatever) and I'll find a way to read it. (However, if you have a choice of any of those, I'd prefer rtf or doc or docx).
3. Step 1 is to put all your journal entries together into one file. Then you need to name it. To ensure I don't end up with 25 files called "my journals" or "crim419journals" and can easily find/organize them in my attachment directory, please use the following file-naming conventions: use all lower case letters, no spaces (use underscores instead of blanks) and name your file using one of the following:

crim419_journals_lastname_firstname, or

fnst419_journals_lastname_firstname

After that would appear the format it is saved in. So ... if my name is Ted Palys and I save my paper in docx format, I would be sending me a file called either

crim419_journals_palys_ted.docx, or

fnst419_journals_palys_ted.docx

4. I'd like to use a separate email account for these, so please send your papers to <**tpalys@shaw.ca**> instead of any other account you have for me. [But don't use that account for any other purpose as I rarely use or check it normally.]
5. I will be sending your paper back to you electronically in pdf format. If you need to **download an Adobe reader** (they are **free**), or want to update to the most recent free version -- Adobe Reader 9.2 -- see http://www.adobe.ca/products/acrobat/readstep2_allversions.html