
Crim 321 Term Project Proposal: Submission Instructions

As noted in the course syllabus, your 2-page research proposal should be submitted electronically according to the following instructions:

1. You can submit your proposal using **any word processing program or format** you want (doc, wpd, txt, pdf, rtf – whatever) and I'll find a way to read it, although if you have a choice of any of those, I'd prefer rtf or doc or docx.
2. **Put all your work in ONE FILE.**
3. To ensure I don't end up with 60 files called "my proposal" or "crim321proposal" and that they can be easily found/organized in my attachment directory, use the following file-naming conventions: use all lower case letters, no spaces (use underscores instead of blanks) and give your file a name using the following format: **crim321_proposal_lastname_firstname**. So ... if my name is Ted Palys I would be sending me a file called **crim321_proposal_palys_ted**. Note that this refers to the name of the **file** containing your proposal that you attach and send, *not* the subject heading on your email.
4. I'd like to use a separate email account for these, so please send your proposals to crim321@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 proposal back to you electronically in pdf format. If you need to **download an Adobe reader** (it is **free**), or want to update to the most recent free version -- Adobe Reader 9 -- see <http://www.adobe.ca/products/reader/>