

RECOMMENDATIONS WHEN DELIVERING THE EXERCISES

-Attach all files used to perform your calculations (e.g. Excel files, Hysys files, etc.) to your delivery.

-Follow “Excel etiquette”:

- Identify your sheet properly, provide problem number and group members.
- All variables in the excel sheet should have units.
- Use red color for user input, blue (or black if using too long columns) for calculated variables and violet for universal constants.
- The excel sheet should be easily understandable and usable by others besides yourself.
- It is encouraged to include text, sketches and comments to clarify the operations performed in the excel sheet.
- Plots should be placed on a separate sheet, NOT on the calculation sheet. Use a readable font type and size (e.g. 16 pt), axis titles in bold, depicting variable name, variable symbol and units. Include outer tick marks. Avoid bright colours such as light green, light yellow, light blue. Use secondary axis when necessary.

-OPTIONAL: For clarity purposes, a summary document containing a small description about the methodology, results (on tables and graphs) and short conclusions may be delivered.

When converting the word document to pdf make sure to use (in the pdf printer settings) a resolution high enough so figures and plots are still legible.