



MGMT 651
Production and Procurement in the Aviation/Aerospace Industry
Written Assignment Standards

The standards for written assignments are as follows. ***These standards will apply to all written assignments, unless otherwise indicated.***

- Submit an original paper (one written by the student that has not been previously submitted to fulfill a requirement for another course).
- Apply [APA style](#) rules; use the current edition of the APA publication manual for guidelines.
- Observe written assignment formatting requirements: Times New Roman font, 12-pt font size, double-spaced text, with numbered pages.
- The paper must be grammatically sound and free of spelling errors. See the *Resources* area in the course for helpful writing skills websites.
- Save your document as one of the following acceptable file types: .doc, .docx, or .rtf.
- Provide a cover page containing the name of course, title of paper, name of author, and date.
- Cite all sources. Include a references page, formatted to APA style requirements.
- Adhere to the minimum/maximum page number requirements as specified in each assignment. Do not count the cover page or the references page as part of the minimum total.

Additionally, review the evaluation rubric provided with each written assignment activity for details on grading criteria.