**Submission of Papers, Labs and Projects**

**Reflection Papers will be submitted via MCCKC email, by 11:59pm on the due date.**

* All reflection papers must have an APA, MLA style title page.
* Your reflection paper must be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides.
* You should use 10-12 pt. Times New Roman font or a similar Serif font.
* Include a **page header** at the top of every page. To create a **page header**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER OR ASSIGNMENT" in the header flush. (I have included a formatted document in your resources tab in blackboard)
* Reflection Paper submittal format consist of File “save as” Student’s last name, first Initial, course code, dash, number sign, and assignment number (no spaces between characters): stevensonj.edu280-R1

**Labs and Papers will be submitted via MCCKC email, by 11:59pm on the due date.**

* Labs and Projects need to be saved in the following format: Reflection Paper submittal format consist of File “save as” Student's last name, first initial, course code, dash, number sign, and assignment number

(No spaces between characters): stevensonj.edu280-L1

**Attaching Assignment to Email**

You will need to open your email, put in my email address:

[Jennifer.Stevenson@MCCKC.edu](mailto:Jennifer.Stevenson@MCCKC.edu)

Select the Attach File, paper clip icon, browse your computer for your file. Attach to email.

Finally, in the subject line of the email, again use submittal format:

Lastname, first initial, course name, and assignment number