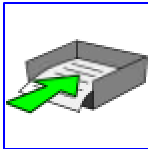



Preparing & Submitting Papers for INTD 105-11: A Century of Science Fiction

All papers will be submitted electronically using the campus inbox system. You may **not** use email instead. A hardcopy of each paper is also required in class. Electronic copies may be distributed to the class, so be sure to follow the instructions below to preserve your anonymity.

1. Microsoft word may hide your name in a few places. Before you save any copy of your paper anywhere, select *Tools*, then *Options*, then *User Information*. The information seen here (i.e., your name) will be visible to everybody. To protect your anonymity, you should make sure that this information is blank. Again, it must be done *before* you save your first copy!
2. Name your paper correctly. You have no freedom whatsoever about your filename. Every paper will use the same format: keyword####.doc. For each paper, I will tell you the required keyword. The 4 numbers are the last 4 digits of your Geneseo ID number. So, if your ID is G00123456, and I tell you that the keyword is “food”, then your paper name will be *food3456.doc*. Your grade will be reduced if you do not follow this format.
3. Do not put your name on the paper. Instead, in the upper right hand corner of the cover sheet, write the last 4 digits of your Geneseo ID number.
4. On the cover sheet, below your ID number, write the date that you are submitting the paper. In the center of the cover sheet, write a title for your paper.
5. Have a friend check your paper for spelling and grammar errors.
6. Be on a computer that is logged on to the Geneseo network. All campus-maintained computers will require you to login to use them, but your own computer might not! If you want to use your own computer, you’ll have to get CIT to help you set it up for use with the Geneseo network. You can contact CIT by calling 245-5588, or by sending an email to helpdesk@geneseo.edu or by completing their on-line [Question Form](#). During office hours, you can even [send an Instant Message to CITGeneseo](#).
7. Open Pogo’s Inbox. There are a few ways to do this:
 - a. From Pogo’s homepage, click on the inbox image:

 - b. Use the START button  in the lower left corner of your computer screen, then select the option RUN... Then, type in [\\Files\inbox\physics\pogo](file://Files/inbox/physics/pogo) into the window that appears.
8. Open the “Science Fiction” folder.
9. Drag your paper into this folder. Do not select any subfolder you may see there.
10. Once it is submitted, you can’t change your mind!