

About your papers:

1. One of the most important abilities an attorney should possess is an attention to detail. In practice, not following the instructions of the court can get you in hot water, going even so far as to be malpractice or contempt of court. Get in good habits now; please follow these directions completely.
2. Papers are due at **5:00 p.m. EST, on Saturday, 20 December 2014**. You may always turn it in earlier than that if you want.
3. If you need an extension, contact me **PRIOR** to that time.
4. Turn in using the Student Drop Box on my.wcl.american.edu. To get to the Student Drop Box, navigate to the my.wcl page for our course, “**Intl Courts Sem (738-001)**” which should be listed in the middle of your my.wcl home page under “**Fall 2013**.” Once you are on our course page, look to the left side of the page, under “**Quick Links**” for “**Student Drop Box**.” Click on it and a directory listing should appear. To right of the folder “**Final Papers**” you will find a “**Submit Document**” link. Click on it, then click on the “**Choose File**” button that will appear. Navigate your hard disk until you find your paper. Click on it, then click on the “**Open**” button on the lower right of the file upload dialog box. Make sure it has the proper name, and click on the “**Upload File**” button on the right side of the page. That should take care of it. If, for any reason, you have trouble with this, just email me at heywood@wcl.american.edu with your paper as an attachment.
5. Format should be a file in one of these appropriate electronic formats:
 - a) **.pdf**: Adobe Portable Document Format
 - b) **.odt**: Open Document (LibreOffice is one word processor that saves in this format)
 - c) **.doc** or **.docx**: Microsoft Word
 - d) **.wpd**: WordPerfect
6. Do **NOT** use image file formats (.jpg, .tiff, etc.). We cannot easily make comments on those file types.
7. If you have any questions about the format you want to use, just ask us.
8. 30 pages, exclusive of notes, 1 inch margins all around, normal 12-pointish type, double-spaced.
9. Make sure you use your last name in the file name. We will be getting a bunch of these. If they are all called “**InternationalCourtsPaper.doc**” We will be frustrated. We will be grading your papers. You don't want to make us frustrated. If your last name is Smith your file should be named:

smith.pdf, or **smith.odt**, or **smith.doc**, or **smith.docx**, or **smith.wpd**

10. If you are graduating, make sure you put “**GRADUATING**” on the title page of your paper and in the file name. For example:

smithGRADUATING.doc