

To WOOD 280 students:

Re: Wood species report

This report is due by Friday November 25. A hard copy of the report should be submitted to me by the end of the class that day. An electronic report should be submitted to my email address (simon.ellis@ubc.ca) by 5pm that day.

Your electronic file will be submitted to Turnitin. For more information on UBC's subscription to Turnitin please see <http://vpacademic.ubc.ca/integrity/turnitin-at-ubc/>. For this assignment Turnitin will be used to check all the papers to ensure that no plagiarism of other material has taken place.

Please note that information submitted to Turnitin is stored in the United States. Therefore in order to protect your privacy, please follow these instructions closely. For some courses, students can submit their documents directly to Turnitin. For WOOD 280, I will submit the documents.

Please remember to **delete any identifying information** from the original document prior to sending it to me. This includes your name and student number in the document, as well as any metadata or hidden data that might be stored in the document itself. To remove the metadata from Microsoft Word:

- In Microsoft Word (Windows), you can remove the hidden data by using Microsoft Word's Document Inspector
- In Microsoft Word (Mac), you can remove the hidden data by clicking on **Word > Preferences > Security**, then selecting **Remove personal information from this file on save**

Your file should have the following format for its name.

WOOD 280 2016 "Species name"

(where you replace "Species name" with the particular species covered in your report).

To ensure that I still have the necessary information required, your email to me should include the following information:

- Subject header: WOOD 280 species report

In the body of the email you should include the following information:

- Your official name
- Your UBC student number
- Your wood species

Please contact me if you have any questions about this information.

Thank you,
Simon Ellis.