1. Use meaningful, descriptive variable names.
2. Use informative labels with all output.
3. Use indentation to improve readability.
4. When getting input from the keyboard, use an input prompt. Include instructions on how to quit when appropriate.
5. A variable must be given a value before it is used in a calculation or an output statement.
6. When a variable is appropriately an integer, declare it as an int, not a double or a float. When it could reasonably have decimal values, it is to be declared a float or a double.
7. Preface each function, including main, with comments. These comments are to include a brief description of what the function does, the values the function is expecting to receive, and the value(s) the function will return.
8. Use static_cast to change the type of a variable when needed to do calculations correctly and to avoid warnings.
9. Use named constants instead of numeric constants in your code when it improves readability or maintainability.
10. Do not include unneeded header files. Use ANSI 6 header files.
11. Whenever there is a potential for a divide by zero problem, your code is to test for it and eliminate the possibility.
12. Use a for-loop when a loop is to be performed a certain number of times. Use a while-loop when a loop is to continue until a certain condition changes.
13. Do NOT use global variables. You may define named constants that are used by more than one function globally.
14. Use pass-by-value parameters for functions whenever possible. Pass by reference parameters are to be used only when you need to get more than one value out of a function.