



## Internship Report Guidelines for Different Majors

Please Prepare Your Report by Using the Following Guidelines:

<b>Format of the report</b>	Report files should be prepared in Microsoft Word format (Times new roman in 12 size fonts with 1.5 line space including reference and main text body).
<b>Length of the paper</b>	Reports should be between 5000 and 7000 words in length not more than 30 pages. This includes all text including references and appendices.
<b>Title of the report</b>	A title of not more than ten words should be provided.
<b>Headings</b>	Headings must be concise, with a clear indication of the distinction between the hierarchies of headings. Please use numerical in headings.
<b>Figures</b>	All Figures should be of high quality, legible and numbered consecutively with Arabic numerals.
<b>Tables</b>	The position of each table should be clearly labeled in the body text of the report.
<b>References</b>	<p>Deutsch, F. M., Lussier, J. B., &amp; Servusm L. J. (1993). Husbands at home: Predictors of parental participation in childcare and housework. <i>Journal of Personality and Social Psychology</i>, 65, 1154-1166.</p> <p>Green, B. J. (2000). Picture books and teaching science. <i>Science and Children</i>, 38 (2), 43-45.</p> <p>Gibbs. J. T., &amp; Huang, L. N. (Eds.). (1991). <i>Children of color: Psychological interventions with minority youth</i>. San Francisco: Jossey-Bass.</p> <p><i>Merriam-Websters' collegiate dictionary</i>. (10th ed.). (1993). Springfield, Ma: Merriam-Webster.</p> <p>Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick, Jr., P.van den Broek, &amp; D. C. Knill (Eds.), <i>Cognition: Conceptual and methodological issues</i> (pp. 51-84). Washington, DC: American Psychological Association 6)</p> <p>Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i>. (6th ed., vols. 1-20). London: Macmillan.</p> <p>Needham, C. L. (2000). Exploring the deep ocean floor. <i>Oceanographic Journal</i>. Retrieved from <a href="ftp://ftp.woodshole.edu/harad/Oceanographic/2000.volume7/ocean.00.7.011.oceanfloor.needham">ftp://ftp.woodshole.edu/harad/Oceanographic/2000.volume7/ocean.00.7.011.oceanfloor.needham</a></p> <p><i>National Council of Teachers of English</i>. (2000). The NCTE Orbis Pictus Award for outstanding nonfiction for children. Retrieved July 31, 2001, from <a href="http://www.ncte.org/elem/pictus">http:// www.ncte.org/elem/pictus</a></p> <p>Loomis C.J. (1984). The earnings magic at American- Express. <i>Fortune</i> (June 25), 58-60.</p>
<b>Report structure</b>	Please follow the below instructions



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