

Internship Report Guidelines for Different Majors

Please Prepare Your Report by Using the Following Guidelines:

Format of the report	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).
Length of the paper	Reports should be between 5000 and 7000 words in length not more than 30 pages. This includes all text including references and appendices.
Title of the report	A title of not more than ten words should be provided.
Headings	Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. Please use numerical in headings.
Figures	All Figures should be of high quality, legible and numbered consecutively with Arabic numerals.
Tables	The position of each table should be clearly labeled in the body text of the report.
References	<p>Deutsch, F. M., Lussier, J. B., & 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., & 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, & 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 ftp://ftp.woodshole.edu/harad/Oceanographic/2000.volume7/ocean.00.7.011.oceanfloor.needham</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 http:// ww.ncte.org/elem/pictus</p> <p>Loomis C.J. (1984). The earnings magic at American- Express. <i>Fortune</i> (June 25), 58-60.</p>
Report structure	Please follow the below instructions

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