INTERNERSHIP REPORT GUIDELINES

Please strictly follow the guidelines and be consistent throughout your document.

A. Content

1. Arrange your report in an order:
   1- Cover Page (template is given)
   2- Weekly Report (template is given)
   3- Internship Report (template is given)
   4- Appendix: Put the additional figures, tables and source codes into this part. Number them to be able to give citations.

2. Obey the minimum page requirements indicated in “Internship Report Format” document.

3. Translate the “Internship Report” into Turkish if your report is written in Turkish and similarly, translate “Haftalık Rapor” into English if your report is written in English. Be consistent about the language of your internship report.

B. Style and Formatting


6. Line spaces: 1.0 (single space)

7. Set the margin to 2.5 cm at the top and the left and right sides and 2 cm at the bottom.

8. Align text to both the left and right margins. (Justified)

9. Place a single space between paragraph-paragraph and heading-paragraph.

10. For the first use of an abbreviation, you have to define it.
    e.g. First, Support Vector Machines (SVM) then you can use SVM directly.

11. Number the pages. (Actually, the pages of “Internship Report Format” are already numbered.)

12. Number each figure, table, code segment, etc. consecutively and add a meaningful caption to each. Refer them inside the text using these numbers.
    • Number and caption of a figure/graphic appears below the figure/graphic.
    • Number and caption of a table appears above the table.

An example:
“…nodes are connected in a daisy chain by a linear sequence of buses as shown in Fig.1(a). “ → assume this part is taken from the text.
Fig 1. Two broadcast networks. (a) Bus. (b) Ring.

13. Each main heading has to be placed **at the top of pages**.
14. Any of the headings cannot be placed at the end of a page and without content.
15. Keep away unnecessary gaps in your report.
16. The words / terms that the reader might not be familiar with and the project / application - specific names should be indicated by using quotation marks or italic style or something you want.
   e.g. *CustID* field has been estimated using Julian Date Algorithm.
17. Do not include any source code in your both Weekly and Internship Report. Put source code into **Appendix** section.
18. List references to papers, documents, textbooks, web pages, user manuals, etc. in the section entitled **References** and number them consecutively.
   e.g. [1] [http://www.iku.edu.tr/8/1003/staj.html](http://www.iku.edu.tr/8/1003/staj.html)
19. **Give citations** to each of these references inside the text in a standard way.

C. Spelling and Grammar

20. Use **Word Spelling & Grammar Check**.
22. Be careful about syntax, verb tenses, capitalization, and punctuation rules.
23. Put a blank **not before but after** punctuation.
24. Do not keep away using comma, comma increases clarity.
25. Do not forget to use upper case for initialism abbreviations.
   e.g. SQL
26. Do not change Turkish characters in a proper name but change the words which are not proper.
   e.g. not “Eminönü Belediyesi”, not “Eminonu Municipal” but “Eminönü Municipal”
27. Singular nouns require singular verbs and plural nouns require plural verbs:
   e.g. “The engineer says,” “The engineers say.”