

Trainee Internship Final Report Procedures

Please follow these guidelines when preparing your report. At the top of the first page, please center the following: **title** (*must be in bold caps*), **name** and **department** or institute of affiliation.

Format guidelines:

1. Your report's paragraph format should be **justified**.
2. The total length including figures, tables and references should be **4 pages** and **single-spaced**.
3. **Figures** should have a figure number (referred to in the text) and a brief caption. Figures may be included within the text or at the end of the entire report if they are full page.
4. **Font** should be Times 12 point. (NOTE: This is printed using Times 12 point)
5. **Margins** must be **exactly 1"** on all sides. Any text or figures that are in the 1" margins may be cut off during the binding process. The start of each paragraph should be indented 0.5 inch (default indentation length).

Text Guidelines

1. The project **title** should be centered at the top of the first page of your report. Do not use quotation marks around the title or a period after the title. Use all bold capital letters, do not italicize or underline. All section headings must be centered in all bold capital letters.
2. The report should include an **abstract; introduction** to your project, which describes your topic, some background, if appropriate, and methods of study; description of **method or methods** used in your study; discussion of your **results** of your study in detail, followed by a **discussion** that might include any interpretations you make on your data or study.
3. Close with a **conclusion**, which includes a summary of your results.
4. You may follow the closing paragraph with **acknowledgements**, which generally note any persons (mentors, teachers) or organizations that helped complete the project.
5. Don't forget to list **references**. References that are cited in the text should be listed at the end using this format:

Adams J. B. and McCord T.B. (1969) Mars: Interpretation of spectral reflectivity of light and dark regions. *J. Geophys. Res.* **74**, 4857-4856.

Bibring J. -P., Combes M., Langevin Y., Soufflot A., Cara C., Drossart P., Encrenaz Th., Erard S., Forni O., Gondet B., Ksanfomaility L., Lellouch E., Masson Ph., Moroz V., Rocard F., Rosenqvist J., and Sotin C. (1989) Results from the ISM experiment. *Nature* **341**, 591-592.

If you have any questions or need help, please contact me:
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