

REPORT FORMAT

Cover Page Must Include:

- University Name
- Faculty name
- Department Name
- Student ID
- Student Name
- Company Name
- Dates of the Training
- Submission Date

Chapters must be arranged as follows:

- Introduction (2-4 pages)
- Information about the Company (1-2 pages)
- The Problem Definition (4-10 pgs.)
- The Work-Done (12-22 pg.)
- Conclusion (1-2 pages)

Content Description:

1. Introduction: This chapter introduces what you will talk about throughout the report.
2. Information About the Company: This chapter gives information about the company where you performed your summer training. It can include the number of employees, departments and field of the company as well as the contact information.
3. The Problem Definition: In this chapter you should explain what you worked on (the types of jobs you performed etc.) ***How you performed the tasks should not be in this chapter. DO NOT INCLUDE any technological device/method/software/tool/cable/technology definitions or explanations.***
4. The Work Done: In this chapter you are explicitly explain what exactly YOU performed to solve the tasks you explained in Chapter 3. (The methods you used, algorithms you used, tools you learned etc.) ***DO NOT INCLUDE any technological device/method/software/tool/cable/technology definitions or explanations.***
5. The Conclusion: This chapter summarizes the whole report. You can include what you learned in your summer training, what difficulties you had, what type of experiences you gained etc.

A final note:

1. The whole report should only and explicitly talk about the work performed by you during the summer training. **DO NOT WRITE (COPY – PASTE) A USER GUIDE OF A TOOL OR A TUTORIAL ABOUT A LANGUAGE.**

2. DO NOT WRITE EXPLANATIONS ON DAILY BASIS (i.e. Day one I did this, Day two I did that kind of reports are not acceptable)

Writing Rules:

- Pages must be numbered starting from Introduction Chapter
- All margins (Left, Right, Top, Bottom) must be 1 inch.
- All Chapter Headings - Arial 14 pts Bold
- All Sub Headings - Arial 12 pts Bold
- All Body Text - 12 pts Times New Roman
- All line spacing must be 1.5 points
- Paragraphs must be justified
- First paragraph of a subject must be 1 tab indented (others must not)
- Remaining paragraphs must be fully justified

General Rules:

- Table of Contents after cover page before chapters
- Program code, big pictures, and screen shots must be in appendix
- Appendices must be “referred to” in the text
- Report must be in plastic binding
- Min 20 - Max 40 Pages (excluding appendices, cover page and table of contents)

Format Key:

The diagram illustrates a page layout with a green border. At the top, a red double-headed arrow indicates a 1-inch margin from the top edge to the start of the main heading. The main heading is "3. PROBLEM DEFINITION" in bold black font. Below it is a sub-heading "3.1 Report Format" in bold black font. The main text consists of two paragraphs. The first paragraph is indented from the left margin by 1 inch, as shown by a red double-headed arrow. The second paragraph is fully justified. The right margin is also 1 inch, indicated by a red double-headed arrow. The text in the diagram is color-coded: "Arial, 14 pts., Bold" for the main heading, "Arial, 12 pts., Bold" for the sub-heading, and "Times New Roman, 12 pts." for the body text. Line spacing is noted as "1.5 lines".

3. PROBLEM DEFINITION

3.1 Report Format

All chapter headings should be written with “**Arial, 14 pts., Bold**” font. All sub headings should be written with “**Arial, 12 pts., Bold**” font. Your body text should be written with “**Times New Roman, 12 pts.**” font. Paragraph line spacing should be “**1.5 lines**”. Paragraphs should be justified (Both left and right leaning). First paragraph should be 1 tab indented.

Remaining paragraphs should be **fully justified**. Your pages should be **numbered** starting from the first page of the “Introduction” chapter. Any kind of program code, big pictures, big figures and screen shots should be included in the **appendices** and referred to in the text.

About APPENDICES and REFERENCES :

Of course there is no need to mention about appendices and references to a student whose waiting for graduation and prepared lots of reports until now, but just in case, it will be appropriate to remind once again.

All program codes, big pictures, large figures, long tables and screen shots must be replaced in appendix (so, we'll not use them as filling material to reach page limits). Whatever placed in appendix must be referred in body-text, otherwise your appendix section will be considered as unrelated.

In case of using an external document (a section from a book, a web-page, an article etc.), reference of this material must be given before appendix section with name of 'List of References'.