Guidelines for Internship Reports

Engineering and Project Management
Faculty of Electrical Power Engineering
INTERNSHIP REPORT

Company: ____________________

Working Period: _____

First and Last Name of Student

Student ID
Requirements

Content:
- Company profile, products, market, vision and mission
- Description of your tasks during your stay in the company
- What have you learned?
- Critical reflection: Did the praxis semester change your career strategy? How worth was it?

Format:
- 5,500 – 8,000 words (running text), whereas minimum 70 % describes your activities
- Add at least 10 figures and/or tables
- Font: Times New Roman or Arial, 12pt,
- Line spacing: 1.5, headers bold and numbered (table of contents), grouped style
- Margins: 2.5 cm left/ right/ at the top, 2 cm at the bottom
- Pagination: Arabic numerals; page numbering starts on the first text page (not table of contents page)
- Also number figures, tables, formulas and footnotes
- New paragraphs: indicate with line break and indentation, except the first paragraph under the heading
- Numbers in running text: Normally one- and two-digit numbers are spelled out (and hyphenated) except in enumerations (e.g. page 2) or in referring to items in a list. You use digits when they modify a unit of measurement, e.g. 20 grams vs. twenty students. All numbers that begin a sentence must be spelled out.
- Formulas: type them in their own rows, separate them with breaks and number them, e.g. (1), (2), etc.

Structure:
- Cover page
- Table of contents (automatic in Word)
- Text with introduction, chapters or sections, summary and outlook
- Appendix (if necessary)
- List of references
### Table of Contents

1. Introduction  
2. Title Chapter 1  
   2.1 Title Section 1  
   2.2 Title Section 2  
   2.2.1 Title Subsection 1  
   2.2.2 Title Subsection 2  
2.3 Title Section 3  
3. Title Chapter 3  
and so on...
Citation and Quotation

Using other people’s academic work is good and necessary, because nobody wants you to reinvent the wheel -- that would be a waste of time and energy. As a member of the scientific community, it is also expected from you that you are familiar with recent research, arguments and state-of-the-art knowledge in your field. Anne-Wil Harzing (2002) states that “[A]n important aspect that distinguishes academic articles from others is the care that is taken to substantiate claims and arguments, often by referring to other literature in the field.” (p. 127). By citing your sources, you show that you have done your homework and that the reader can trust your claims and arguments. Citing supportive sources strengthens your own position, while citing opposing literature shows that you are taking the issue seriously and can develop valid arguments and counter-arguments.

Citing alone, however, is not good enough. It has to be done correctly, and for that purpose Harzing (2002, p. 128) developed twelve principles for good academic citing, reproduced in Table 1 below.

Table 1: Twelve guidelines for good academic referencing (Harzing, 2002, p. 128)

| 1. Reproduce the correct reference |
| 2. Refer to the correct publication |
| 3. Do not use ‘empty’ references |
| 4. Use reliable sources |
| 5. Use generalizable sources for generalized statements |
| 6. Do not misrepresent the content of the reference |
| 7. Make clear which statement references support |
| 8. Check out the original – do not copy someone else’s references |
| 9. Do not cite out-of-date references |
| 10. Do not be unduly impressed by top journals |
| 11. Do not try to reason away conflicting evidence |
| 12. Actively search for counter-evidence |

In this paper you will not only find instructions as to why, what and how to cite and create a list of references, but you will also find numerous citations themselves, which you can use as examples and illustrations. ¹

¹ By the way, university libraries are good sources of information on, and examples of, citations and quotations Harvard style (= author-date style). Here is one example: http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing.pdf
Evaluating sources

When are sources useful for academic research and papers? When they are
- reliable, i.e. fact-checked and reviewed
- up-to-date
- relevant to your question
- written by a scholar who is knowledgeable in the field
- published in a reputable publishing house
- based on sources that can be verified
- unbiased
- clear about their assumptions, theoretical framework and methodologies.

These criteria rule out news magazines, newspapers, and most web sites. If you are not sure how reliable a source is, consider the following:
- Does the author present opposing views? And do they present them objectively?
- Do they support their arguments with verifiable evidence?
- Are figures and statistics plausible and consistent?
- Does the author seem to pursue a political agenda?

How to cite

It is best to mention your source at the beginning of your citation, to signal that what follows is a summary or paraphrase of an external source, because otherwise the reader might be misled into believing that what they are going to read is your original thought. Your in-text citation refers the reader to the list of references at the end of your paper.

There are various ways of citing, often depending on how you use the material in your own argument or to what extent you are convinced of its accuracy. Here are some examples of citation:

1. Author (2009, pp. 10-15) claimed/argued/showed/reported/noted that…
2. According to Author (2009, p. 10), vegetables are healthier than meat.
3. Research by Author and Bauthor (2009a) supports/illustrated...
4. Professor Hansen (personal communication, December 22, 2009) claimed that …
5. Applied Ecology Research Group at Canberra University (n.d., para. 10) recommended …
6. Hansen’s (2009, pp. 1-29) description of …
7. Yanovski and Yanovski (2002) reported that “the current state of the treatment for obesity is similar to the state of the treatment of hypertension several decades ago” (p. 600) (as cited in Hacker, 2006., para. 3).
Normally, one does not cite an entire book or article but rather a chapter or section or a range of pages. In the latter case, you would write (Author, 2009, pp. 10-28), which refers to the range of page 10 through page 28. The “pp” stands for the plural of page, i.e. it references “pages”, not one single page. Sometimes you may want to cite from one particular page, e.g. (Author, 2009, p. 10). If you want to cite a whole chapter, this is how you do it: (Author, 2009, Ch. 2). In some literature, you may find citations such as (Author, 2009, pp. 10f), where “f.” stands for “following”, which is really an abbreviation of “pp. 10-11”. Something else you might find is: (Author, 2009, pp. 10ff.), where “ff” stands for an unspecified number of pages following the cited page. Since such a notation is too vague, do not use it, but rather specify the range of pages you are referencing, as shown above (Author, 2009, pp. 10-28).

For two authors, you list both, e.g. Yanovsky and Yanovsky (2002). If your source has more than two authors, it is recommended that you cite only the first name together with “et al.”, which is an abbreviation of the Latin meaning “and others”.

Always cite the most recent edition of a publication.

Sometimes you may want to quote a sentence from a source verbatim. Then do not forget to use quotation marks and to cite the exact page number. If you quote a longer passage, you set it off from your running text, in which case you do not need to place quotation marks around that block of text. A word of caution: In business studies you do not normally quote verbatim unless you particularly want to point the reader to the exact phrasing of the original. Normally you summarise or paraphrase what you cite from the source.

A special note on online sources

The Internet is not a publication. It is a global network of computers (hardware) that are linked to each other, coordinated by a set of protocols. When you think of the Internet, you probably think of one particular source of information on the so-called World Wide Web (WWW), which is not the same. The quality and reliability of WWW sources range from unreliable (bloggers, advertisements, company-specific “information”) to reliable (peer-reviewed conference papers, scholarly electronic journals, etc.). Be very careful what sources you use. A frequent problem with online resources is the lack of dates, i.e. very often the date the document was created or last modified is not given, and therefore you have no sense of whether the entry is recent or ten years old.

If the webpage does not have a date of publication, you write (Author, n.d., para. 10).

For online sources in html format, it is impossible to cite a page number. In that case, cite the chapter number – if one is present – or the paragraph number, e.g. (Author, 2009, Ch.
2) or (Author, 2009, para. 10). If the chapters or sections are not numbered, cite the heading of the section, e.g. (Wagner et al., 2010, Ch. “Captions and Legends”) or (Wagner et al., 2010, “Captions and Legends” section). If you need to cite one particular paragraph in a chapter, this is how you do it: (Wagner et al., 2010, Ch. “Captions and Legends”, para. 3).

If your online source does not have an author, then the publisher of the web site is legally responsible for the content and should be referred to as the author, e.g. (Oregon School Library, n.d.). This often applies to government agencies and companies’ websites. When you cite a government agency’s document, do not forget to mention the country the government belongs to.

Note: If neither author nor publisher/sponsor is clear, it is best not to use the site for academic purposes.

**Citing secondary sources**

Material that is cited elsewhere is a secondary source. Harzing (2002) has shown how self-perpetuating myths can emerge and persist due to miscitation (p. 127). She therefore advises against using secondary sources without verifying in the original source that no miscitation has occurred. If you do have to cite secondary sources because it is crucial to your argument and you have no opportunity to check the accuracy, make sure you always identify them as such, for example:

*Peat et al. (2002, p. 2, as cited in Derntl, 2009, p. 3) provide a list ....*

**Tables and Figures**

**Tables**

Use tables only when they are useful and relevant. Tables have to have a clear title, which is at the top of the table, as shown in Table 2. This is different from figures, which have their caption underneath them. Tables and figures have their own, separate and independent numbering schemes. Number all tables and figures sequentially as they occur in your text. Label your tables and figures clearly so that they can be understood without reference to your text. Nevertheless, you need to refer to, and explain, all tables and figures in your text as well.
Try not to copy and paste tables from the source because the quality of copied material is often inferior. It is better to create new tables based on the data from the source you are getting it from, but remember to cite the source of your data.

Table 2: Useful words for academic writing (based on data from Gdaniec, 2009, p. 76)

<table>
<thead>
<tr>
<th>Nouns</th>
<th>Verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>statement</td>
<td>to state sth./that (express definitely or clearly in speech or writing)</td>
</tr>
<tr>
<td>claim</td>
<td>to claim sth./that (state as being the case, without being able to give proof)</td>
</tr>
<tr>
<td>assertion</td>
<td>to assert sth./that (state a fact or belief confidently and forcefully)</td>
</tr>
<tr>
<td>proposition/proposal</td>
<td>to propose sth./that (put forward an idea or plan for consideration)</td>
</tr>
<tr>
<td>suggestion</td>
<td>to suggest sth./that (cause one to think that something exists or is the case)</td>
</tr>
<tr>
<td>recommendation/advice</td>
<td>to recommend sth./that to advise somebody to do sth. to recommend sth. to somebody</td>
</tr>
</tbody>
</table>

Figures

Figure 1 below is an example of a graphic and caption. It shows two models of how one can look at the structure of an academic paper. Introduce figures when they are useful and relevant. Do not insert any just because they look nice. Also, always consider creating your own figures, even if they are based on another author’s data, because their quality is likely to be better than that of a copy. Be careful with colours. Most publishers refuse to reproduce colour pictures because they are expensive to print. Make sure a black-and-white reproduction looks good. And, again, do not forget to cite the source of either the whole figure or the data that it is based on.

“Graphs should always include a legend that explains the symbols, abbreviations, and terminology used in the figure. These terms must be consistent with those used in the text” (Wagner et al., 2010, Ch. “Captions and Legends”, para. 3).
Important information on sections, sub-sections and paragraphs

Splitting sections into sub-sections
If needed, you can use sub-sections. But remember that if you have x.1 (or x.1.1, for that matter), you also need to have x.2 (or x.1.2). If you do not want to break up your section into at least two sub-sections, the introduction of one sub-section does not make sense. If you break your sub-section into further sub-sections, use “Heading 3” style.

Paragraphs
For easier reading, you need to break your sections into paragraphs. Never write in one big blob! It would make it extremely hard on your poor readers.

Style issues

Widows and orphans
By the way, so-called “orphans” and “widows” are sad lines of text in a document that are dangling all by themselves at the bottom or the top of a page, which does not look good. To solve this problem, you either get rid of some words so that a whole line of text disappears that would otherwise stand all alone or you insert line breaks to create extra blank lines so as to group several lines together.
Contractions
Contractions are not allowed in formal papers, i.e. do not contract “do not” as “don’t”, or “it is” as “it’s”. A positive side effect is that you will never again confuse “it’s” and “its”.

Acronyms
You have to introduce acronyms explicitly for two reasons: they probably have different meanings in different contexts and your reader may not be familiar with what the acronym stands for. Here is an example: The new head of the US Federal Emergency Management Agency (FEMA) is Craig Fugate. After FEMA’s disastrous failures in 2005, the head at the time had to resign. That is, first you spell out the complete name and add the acronym in parentheses. Once you have established the reference and meaning of your acronym, you can use it in the remainder of your paper.

Numbers
Normally one- and two-digit numbers are spelled out (and hyphenated) except in enumerations (e.g. page 2) or in referring to items in a list.
You use digits when they modify a unit of measurement, e.g. 12 grams vs. twelve students.
All numbers that begin a sentence must be spelled out.

Important information regarding your list of references
Your list of references should contain all and only those sources that you cite in your text, in alphabetical order of last names.
Note that page numbers for citations and quotes, including for sources of quoted figures and tables, do not belong in the list of references but rather with the citations inside your text. See examples above.
Remember that “Ed.” after a name stands for editor, and “Eds.” for the plural, i.e. editors.
When your source has more than two authors, you cite it as “Author and Bauthor et al., 2009” in your in-text citation. In your list of references, however, you have to spell out the names of all of the authors.
Start with the last name of the author, followed by a comma, then by the initial(s) of the author’s first name(s). See the list of references below for examples.
If your list of references contains two or more works by the same author(s), start with the earliest year of publication. If you list two publications by the same author from the same year, add a letter to the year of publication, in alphabetical order, e.g. Author, J. (2009a). ... Author, J. (2009b). ...

If you list an author’s article in a journal, you give the title of the article, the name of the journal, the volume and issue, and the range of pages of that particular article in that particular issue and volume of the journal, e.g.


The reference to volume and issue of the journal can be abbreviated as “86(2)”; see examples in the list of references below.

If you cite from a newspaper or magazine, give the full date in the list of references, e.g. “2010, March 18”. The full date is not necessary in your in-text citation; there the year is sufficient.

The title of a book or the name of a journal appears in *italics*.

When you list a URL in your references, remove the active link to the WWW that MS Word creates automatically.

**Summary and Outlook/Conclusion**

Your conclusion emerges from the details in the body of your paper. It should contain an answer to the question “What have you learned?”. Moreover, it should present a critical reflection: Did the praxis semester change your career strategy? How worth was it?

**References**

Author, A. (Year Published). Name of Chapter. In A. Editor & B. Editor (Eds.), *Name of Book*, pp. page numbers. Place Published: Publisher.

Author, A. and Bauthor, B. (2009a). Name of Chapter/Article. In A. Editor & B. Editor (Eds.), *Name of Book*, pp. page numbers. Place Published: Publisher.

Author, A. and Bauthor, B. (2009b). *Name of Book*. Place Published: Publisher.


Certification of Authorship:

I hereby certify that I am the sole author of this report and that all materials from reference sources have been properly acknowledged. I also certify that no part of this work has previously been submitted for assessment anywhere else.

Name ____________________

Date _______________ Signature ____________________