

## **IMPORTANT WRITING GUIDELINES FOR THE SUMMER PRACTICE REPORT**

1. Do not exceed one page for each day.
2. Write at least 100 words for each day.
3. Write your report on a computer.
4. The report should be written in the passive voice rather than in the first person; for example, instead of writing expressions like “I did,” passive structures such as “The technical drawing of this part was prepared using this software” should be used.
5. As a formatting rule, Times New Roman font should be used. The text should be justified on both sides, with 12 pt spacing before and after paragraphs and 1.5 line spacing.
6. Do not add images into the daily entries. Instead, present the relevant figure in the appendices section at the end of the report by referring to it in the text with a statement such as: “The visual of the panel drawing is presented in Figure 1.”
7. Since a binding margin is left on the left side, please have it spiral-bound before submission.