CIADI WORK TERM REPORT GUIDELINES

General guidelines

When writing your internship report, please follow the guidelines below for technical writing:

- Be specific.
- Be brief.
- Do not use slang.
- Maintain your professionalism.
- *Use the passive tense* e.g. It was found… , A code was implemented …, The results obtained demonstrate …
- Use illustrations, figures, tables, drawings, plots, calculations, wherever necessary.
- Add captions to the figures and tables, and cross reference them to text.
- Number your equations.
- Review your report and avoid typographic and grammatical errors.

Refencing

Your report must properly reference all your sources clearly. The IEEE Reference Style is the most used style in the fields of engineering. A

Additional resources for proper referencing:
- Concordia Library resource on how to write & cite
- MIAE ENGR 411 guidelines

Plagiarism

The Academic Code of Conduct defines "Plagiarism" as "the presentation of the work of another person, in whatever form, as one's own or without proper acknowledgement" (Article 19a).

Plagiarism implies that you've used (either copy or paraphrase in your own words) material/information/graphics in your report without properly referencing the source. Plagiarism is intellectual theft. Plagiarism is an offence under the University's Academic Code of Conduct.

A list of offences and consequences regarding plagiarism are listed in Academic Code of Conduct.