

1. GENERAL INFORMATION

An Industrial Attachment is a **structured, credit-bearing work experience** in a professional work setting during which the student applies and acquires knowledge and skills.

The purpose of the Attachment report is to **reflect the experience and knowledge** gained during the Attachment in a target-oriented way. The report should do so with a focus on the application of the knowledge and skills already acquired during the university program and practical knowledge acquired during the attachment.

Benefits of IA

- Gaining work experience
- Learning new skills
- Exploring career interest
- Developing a professional network
- Understanding work place expectation
- Develop work based skills
- Learn about work culture
- Prepare students in advance for job
- Acquaint students with practical knowledge

a) The industrial attachment shall be prepared and bound on A-4 size, 80 g white paper on which the title of the industrial attachment, author's name and the year of submission, are to be superimposed in golden color on the front/title page; the background color will be violet/bottle green/.

b) The title, chapter headings and table titles shall not have terminal punctuation.

c) Incorrectly divided words are not acceptable, e.g. clockwise but not clock-wise, reuse but not re-use, and winter-hardy but not winter hardy (refer to English Usage and Grammar).

2. Rules for writing the Attachment Report

- a) Font No. and face: A font No. of 12 with Times New Romans Regular Font face be used.
- b) Any special material to be included in the industrial attachment as an 'EXIBIT' must be prepared on the industrial attachment paper unless there is special requirement to use other paper.
- c) Striking over letters or words in not acceptable. No corrections by pen or pencil are to appear in the industrial attachment.
- d) Margins (top, bottom, left and right) of about 2.5 cm are to be maintained.
- e) The text must be typed on 1.5 line space and each full page must contain 25-30 lines.
- f) The tables are to be typed on single line space.
- g) The titles of tables, columns, rows and fig. must be typed on single space.
- h) The units of measurement as per the SI System of Units must be followed.
- i) The figures in a table must be uniform with respect to digits after decimal but this level may be different in different tables.

Page Numbering:

- **Pre text: The pages preceding the main body or chapter 1, which are referred to as the preliminary pages, must be numbered in numerals, e.g., 1,2,3,....**
- **Body: Beginning with the first page of the main body or Chapter 1, all pages of the report including the references must be numbered sequentially in numerals, e.g 1,2,3,...**
- **All pages have to be arranged according to the table of content**

- I. Recommended size of the Internship Report: 60-90 pages without appendices.
- II. Hand in a report Bound Copy and attach a soft copy.
- III. Report must be fully typed except signatures.

- IV. Do not write theoretical excerpts from textbooks or the internet. Describe what you did and what experiences you gained throughout your training.
- V. Do not attach your Host Supervisor's Evaluation Form. Hand it in separately in a sealed envelope.
- VI. You may include graphs, pictures, data, drawings, or design calculations in your report; however they should not cover more than 1/3 of the page. Larger graphs, pictures, data, drawings, design or calculations should be given as an Appendix.

Electronic format:

- **The Report should be in ONE FILE and PDF format/DOC format**
- **CD must be stored in CD case and must include a label with the following information:**
 - **Name of Student**
 - **Title**
 - **Department or program**
 - **Year**

✓ Copyright note:

"©National Institute of Textile Engineering & Research" should be typed in the footer.

3. ENGLISH USAGE AND GRAMMER

The students will be responsible for correct English usage and grammar. Small sentences comprising 10-15 words may be good practice to follow. A good sentence is one which describes or addresses one thing at a time in minimum words. Such straight forward sentences are easy to construct (e.g. "There has been an increase in the amount of moisture absorbed by the samples" and "samples are absorbing more moisture" – compare the two sentences to say the same thing). The students may seek help of other competent persons in this regard. The brief description given below will help the students in correct expression. The following few rules address usages that have given many authors trouble in the past; any standard grammar book may be consulted for details. A good flow and consistency of language in statements and paragraphs should always be maintained which makes the presentation attractive.

A. Tense and Person:

Tense: The past tense is preferred for scientific writing. Exceptions are quotations and references to existing facts, or to facts which will be true in the future, in which cases the present and future tenses may be used.

Person: Personal pronouns (I, we, he, they, and the like) should be avoided. For example, "Sample-A was found to be better quality than was sample-B" is preferable to "I (or he, they, tc.) found that sample-A was of better----". However, an exception to this rule is the case where personal pronouns appear in material that is quoted.

B. Punctuation

a) Use a comma before 'and' or 'or' in a series of three or more items, e.g. "0.8, 2.1, and 3.9 kg ha⁻¹"; "shoot biomass, root biomass, leaf blade or leaflet length and width, and plant height"; but "nodule weight and size and N₂ fixation."

b) Use a semicolon to separate a series of items within a list if any one of them itself includes a comma, e.g. Treatments in the second fertilizer study were @ 56, 112 and 448 kg ha⁻¹ N; 25 and 49 kg ha⁻¹ P; and 47, 93, 139, 186 and 279 kg ha⁻¹ K.

c) Punctuation in display lists (where each item starts on a new line) depends on the content and context. If all the items are short, independent phrases, use no period. If any one of the items is a complete sentence, end each item with a period. If the list is functionally part of the introductory sentence, punctuate with commas or semicolons and a final period, just as we would if the sentence had no line breaks.

d) Do not use comma in dates, e.g. May 2000; 14th May 2000.

e) For parentheses within parentheses, substitute brackets for the inner pair. For example: "--- declared the problem solved (Lloyd-Jones, 1873 [as cited by Andrews, 1996])."

- f) Use brackets to enclose scientific names that already contain parentheses, as in "soybean [Glycine max (L.) Men.] fiber"
- g) Put equation numbers within brackets, regardless of other parenthetical marks. For example: Eq. [1], Eq. [3] to [9].
- h) For mathematical usage, fences are used inside out in the order [{}(){}].
- i) It is advisable to follow any English dictionary consistently throughout the text in general or where no explanation is provided in this manual regarding the punctuation. The common dictionary in use is one published by M/S Longman or Oxford.