MICR:C work term reports: Specific guidelines for (a) scientific report, (b) literature review and (c) and interim report.

Note that a written report, as opposed to PowerPoint presentation or poster, is the mandatory format for at least your first two work term reports

GENERAL GUIDELINES
You should use the style of the Canadian Journal of Microbiology. Guidelines can be found at their website under the instructions to authors page (http://www.nrcresearchpress.com/doi/pdf/10.1139/cjm_instruct01_e). The information you need to focus on is found in the section “The manuscript”, p. I-2

Regardless of the type of paper you are submitting (scientific report, lit. review or interim report), the following components should be included:
Front Cover/ Title page: containing title, your name and student #, COOP work term #, employer and date of submission
Table of Contents
List of Tables: if appropriate
List of Illustrations: if appropriate
Main body: the format within this section will differ, as described for (a), (b) and (c) below
Acknowledgements: if appropriate

Length: A typical 4-month work term report should be 15-20 pages (double-spaced, including everything: the Front Cover/ Title page, all the figures and tables, and references etc.). An 8-month work report should be longer however a complete report must be no more than 30 pages, otherwise it will be returned to you for revision. If you are doing two back-to-back work terms, you must submit a short, ~10 page interim report (see below) after the first of these two work terms.

Submission: the report is to be submitted by 11:59pm on the official due date (the 5th days of classes), to the appropriate dropbox on the MICR/BIOT faculty advising D2L site. If you are finishing COOP1000 only, you may choose to submit a draft report to Dr. Keenleyside no later than 1 week prior to the official due date. The draft should be e-mailed to Dr. Keenleyside.

SPECIFIC GUIDELINES
(a) Scientific report: A report on actual experimental work conducted. The Main body identified the general guidelines will be divided into:
Abstract: a summary of the work report, as described by CJM (http://www.nrcresearchpress.com/doi/pdf/10.1139/cjm_instruct01_e). In 200 words or less, it should identify the experimental question, rationale, main results and conclusions. It is not a lead-in paragraph to the main body of the work.
Introduction: a brief overview of the scientific background that lead to the research you conducted, with a number of references to sources in the scientific literature.
Materials and Methods: an account of how you actually did your experiments, providing only a brief description, with citation, to the original published description of the technique. If the technique was new, developed in your lab/department, more detail should be provided; if a kit was used, the it is sufficient to say it was used according to the manufacturer’s instructions. The methods section should be
divided into subsections for the various types of methods, as well as microbial strains, plasmids, primers and enzymes. Methods, specifically relating to your work, that are not described in full elsewhere should be given a more detailed account. Methods are written in the past tense (i.e. you are describing what you did), not as a set of instructions to be followed. If your work involved development of a particular lab protocol, you may include the protocol as a set of instructions in an appendix.

**Results:** a description of your experimental findings. If you have a separate discussion section, do not comment on the meaning of the results except where the results of one experiment have some bearing on the choice or procedure of the next experiment. In the absence of comment, there are generally few references in the results section. **Discussion:** an explanation of what your results actually mean, placing them in scientific context with other current or previous work, with appropriate references.

In some cases you may want to combine **Results and Discussion** (in the situation where both sections on their own would be quite short). For a combined section, you comment on what your results mean with reference to other current or previous work as you proceed.

**Conclusions:** A very brief summary of the major findings including recommendations/future work (if applicable)

**References**

**Appendix/appendices** (if applicable)

(b) **Literature review:** A review of the literature on a scientific subject, either the background science of a topic related to routine tasks performed during the work term, or a detailed summary of the literature on an area relevant to nature of your employment. The topic, breadth and depth of the literature review should be decided only after consultation with the employer and after consultation and approval by your faculty advisor. The preferred organization of this type of presentation would include:

**Introduction:** states the relevance of the topic and specifies the scope of the paper. **Body:** broken down into sections, each of which includes references, where possible, from recent, primary literature and figures/tables, properly cited. **Conclusions:** gives implications for the future of this field of research or technique.

**References**

**Appendix/appendices** (if applicable)

(c) **Interim report:** When there are two back-to-back work terms, as is the case for COOP2000/COOP3000 in stream A, an interim report must be submitted on the official due date after the first of the two work terms. The interim report is expected to be no more than 10 pages in length and lay the groundwork for the final report. Upon completion of the next work term, you will use the interim report as the skeleton upon which you build your final, comprehensive report. **Note that for back-to-back COOP2000/3000, you must submit the interim report as a written report but may choose to submit the final report as a PowerPoint slide or poster presentation** (recognizing that in doing so, you become ineligible for the Kenneth James Berg Memorial Scholarship).