

## **Guidelines Intern Extern**

### Short description & aim

In this short, personal contribution you are encouraged to share experiences about your internship or study period abroad. The aim is to provide students with a personal view on studying or doing an internship (abroad) and to share experiences with living and working in a new environment.

### Language, length and title

This short article can be written in English or Dutch and has a maximum length of 600 words. Please include an interesting title for your piece. Add an English translation of your title if the piece is in Dutch.

### Structure

The focus of this article can be freely chosen, but must contain the following components:

- Name;
- Host institution, city, and country;
- Main topic of your internship (if applicable).

The topics below can provide a good point of departure:

- Discuss your motivation for studying abroad/choosing this particular internship;
- Focus on the main differences between (the University of) Utrecht and (the university of) your destination;
- Comment on positive aspects and unforeseen obstacles or other personal experiences.

Please try to incorporate advice or useful tips for students considering to go abroad or do an internship, regarding accommodation or scholarships, for example.

### *Authors*

The author's name and institutional affiliation(s) should be included as follows:

- First and last name plus the first letters of all the authors first names, e.g. A.B.C. (Arnold) de Vries;
- Department, University, city, country.

### Picture

Please include a picture of yourself in the highest quality possible (150-300 dpi). We prefer formal photographs over holiday pictures. Send your picture as an attachment.

### Formatting

- Please submit your article in a Microsoft Word document (.docx).
- Use the Times New Roman font, size 12, with double spacing. Use indentation to mark paragraphs.
- The title and subtitle of the article as well as paragraph headings within the article should be in **bold**.
- Titles of books, periodicals etc., mentioned in the text should be *italicized*.
- Words or phrases cited as linguistic examples, words referred to as words and foreign words should be *italicized*.

- Quotations running no more than four lines should appear between “double quotation” marks. Longer quotations should be set off from the text using white lines and indentation.