TITLE

**Internship Report / Master Thesis Exposé / Master Thesis**

Master Social, Cognitive and Affective Neuroscience (SCAN)

Department of Education and Psychology

Freie Universität Berlin

by

**First name, Surname**

Berlin, 01.01.2022

## Abstract

The abstract should be less than one page and should summarize the motivation for the research at hand, state the applied methods and tested hypotheses / research question and provide a short summary of the results/answers. Typically, an abstract does not contain references (they should only be used if absolutely necessary, e.g. if a presented study is a direct response, replication or re-analysis of a previous study)

## Acknowledgement and Authors Contributions

In this section you should specify your exact contributions to the work the report is about. For sure you should have written the report completely by yourself. However, you might have acquired data together with your supervisor and/or collaborators, or received analysis scripts from a third party. Please state all contributions clearly and explicitly in this section. This section can be as short as 2-3 sentences but could also fill ½ page. Have a look at the “Authors contribution” statements in research articles as an orientation for how to formulate this section. Please make sure you discuss this section with and get approval for it from your supervisor.

You can include acknowledgements and notes of thanks in this section, i.e. for intellectual, personal support or supervision etc.

## 1. Introduction

Please note that this template is not binding for your writing your report/thesis. This template is a suggestion for how to do, which could be used as a default if student and supervisor do not have specific demands/wishes on the format. All formal aspects of a thesis can be agreed on between the supervisor and student (this includes citation stye). Even when using this template, there is often no right or wrong in how to do it. What is important is consistency and that the final thesis is done in agreement with standards of good scientific practice. Formal correctness will be part of the grading schema of your thesis.

### 1.1 Subheading

Your introduction should be written in the scientific writing style of a research article. The whole thesis needs to be written in English. You can use subheadings to structure your text. The structure should not have more than two levels (e.g. 1.1.1. is ok; 1.1.1.1. is not ok).

### 1.2 Subheading

Use paragraphs to structure your text. Use references in an appropriate way and use a reference manager (e.g. Zotero). You do NOT have to use APA-style. APA-style is not common in the neuroscientific literature. In contrast, every journal is defining their own style. You can agree with your supervisor which style to use. We advise to use the style of *The Journal of Neuroscience* for which the reference at the end of this sentences would be an example (Soto and Silvanto, 2014). Make sure that all references are formatted in the same style!

C:\Users\Timo T Schmidt\Dropbox\Projekte\DISSERTATION\Figures\Figure_2_Somatosensory System.tif**Figure 1:** Put special attention on the formatting of figures. One says “figures are like business cards of a thesis/paper”, meaning that they are the first thing one sees and reflect how much effort was put into the work in order to make it understandable, clear and thereby valuable for the reader. Please never embed figures within the text: Text should not be flowing around the figure, instead, a figure should span the whole breadth of the page. The font and font size within a figure should match the text. A figure should be a single high-resolution graphic (300dpi). It is advised to save the figure in \*.tiff or \*.bmp format and then include it as a picture in the text. Figures should always be placed on the top of a page and every figure needs to have a name (e.g. Figure 1) and a caption. The figure should appear on the same page as the first reference in the text which refers to it. Every figure needs to be referred to from the text. If you use graphical material from external sources, please make sure you are providing a reference to the source within the figure caption e.g. “(Figure adapted/taken from Schmidt, 2018)”.

### 1.3 Aim of current work

As in a research article the last section of the Introduction should state the research question / hypothesis as clearly as possible in a scientific writing style as it is common in the neurocognitive literature.

## 2. Methods

The overall structure of your report/exposé/thesis should follow the structure of a research article. Therefore, your report/exposé/thesis should have the sections Introduction, Methods, Results, Discussion. Any exception from this structure needs to be critically discussed and approved by your supervisor (there need to be very good reasons to diverge from this structure).

If you have collected data (or used data that has been collected by somebody else) from human participants (or from animal experimentation), make sure that you provide appropriate reference to the approval from an ethical review board for all applied procedures and state additionally that all procedures were in line with the Declaration of Helsinki (or corresponding approval for animal research). Additionally, please include a statement that all data was collected, analyzed and stored (including long term storage) in line with the data protection/privacy regulations/laws that apply. If you are in doubt about what these regulations are and what this means for your work, please consult the lab in which you are working and make sure that you are introduced to corresponding regulations and lab infrastructure to stick to these regulations (e.g. it might be the case that you cannot process data on your private computer, as data might have to be stored and processed within a specific IT-infrastructure, which is supplied by the lab/research institution).

## 3. Results

Every main section (not subsection) should start on a new page. Overall an internship report should have around 5 pages, an expose around 10 pages and a thesis typically has 30-50 pages. Please stick to these values, which refer to the main body of the report/exposé/thesis, excluding Abstract, Acknowledgement and Reference list. The typesetting of the text and the defined scope/length should be taken seriously. Use font size 11pt and double-spaced line spacing. The given suggestions for the length of the report/exposé/thesis include figures. If the length of your thesis exceeds this scope, you should consider using a Supplementary Material Section (or Appendix) attached at the very end of the thesis. Such a section is particularly helpful to include material in the sense of good scientific practice to make your work replicable, such as additional data, custom-made questionnaires, additional control analyses, which would take too much space in the main text body, but are required for a full report of the procedures. As an alternative to an Appendix / Supplementary Material Section, you could also use an online repository. However, you need approval from your supervisor to publish corresponding material online and you need to make it permanently available. As a rule of thumb: It appears practical to publish your very own programming code online (be careful with code you have received from the lab), while data is typically not published online (as data privacy/protection regulations will most probably apply to the data).

The results section should be as short and concise as possible and interpretation of the data should not be included in the results section, but should be done in the discussion section.

## 4. Discussion

The discussion section typically starts with a ½ to 1 page summary of the results and putting them in relationship to the stated research aim / hypotheses.

Use the discussion section to show “knowledge transfer”, which is an important factor for grading your thesis. You want to show that you did not only acquire “factual knowledge”, but that you can also apply this knowledge to new situations. Such ability can be reflected in the depth of your discussion and interpretation of the data, but also in making suggestions for future research and how to address limitations in the given research.

Please note that this template is a suggestion, but not binding. If you are in doubt about how to do/format things, please find a solution yourself, or find an agreement with your supervisor, but not with the program coordination.

## References

Soto D, Silvanto J (2014) Reappraising the relationship between working memory and conscious awareness. Trends Cogn Sci 18:520–525.