Detailed Instructions for Writing Research Articles
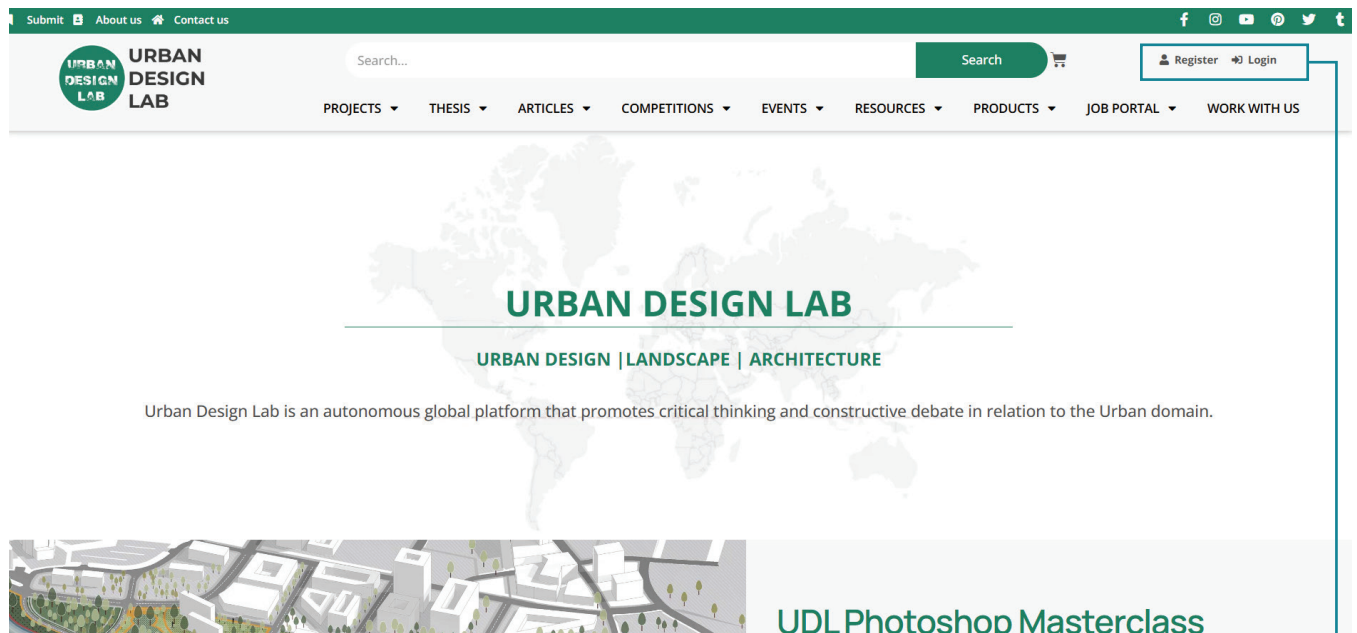
UDL RESEARCH INTERNSHIP

Detailed Instructions for UDL Research Internship Website

01. Logging In:

1. Navigate to the UDL Research Internship website
2. Enter your username and password in the login fields.
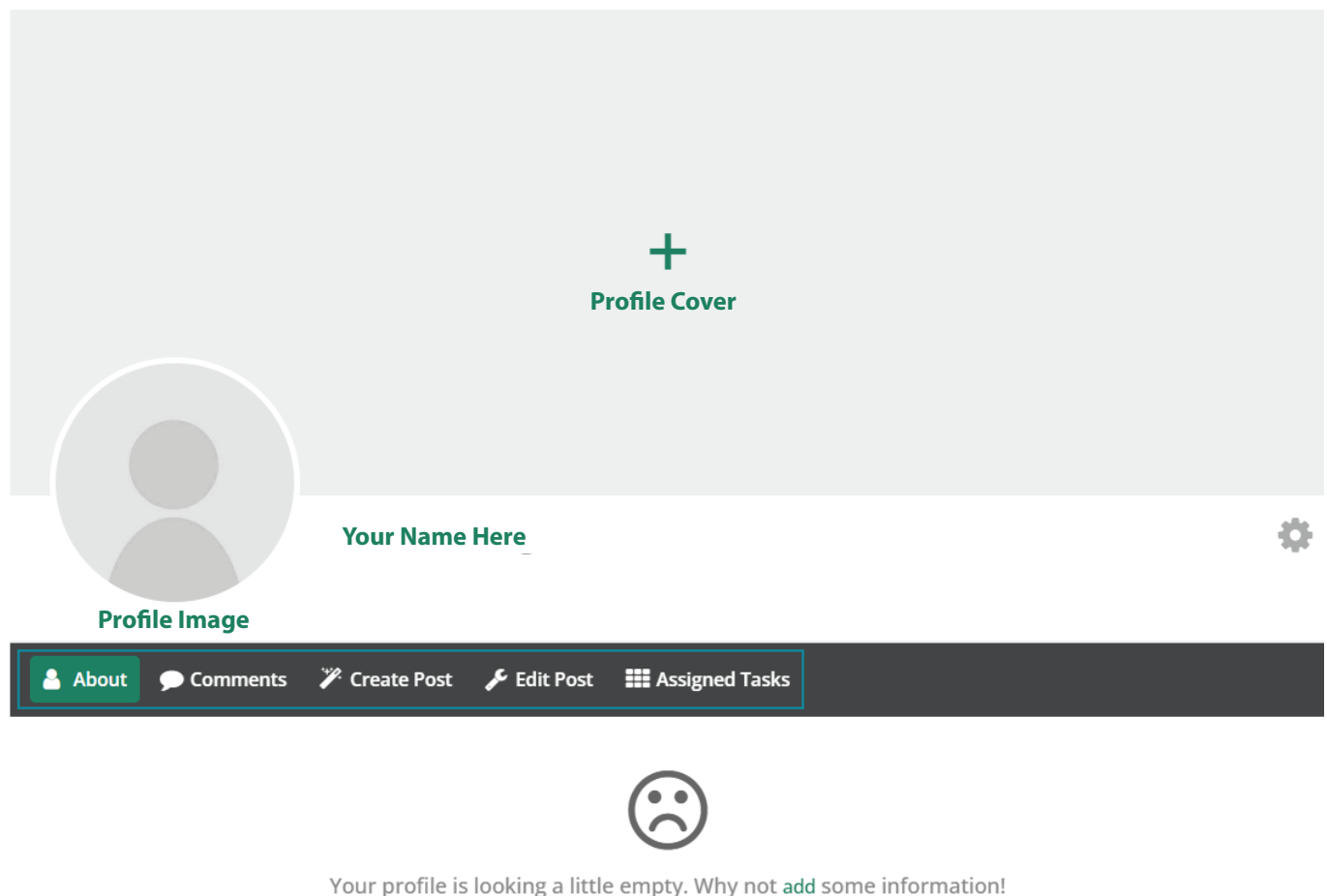3. Click on the "Login" button.
4. Once logged in, your profile will be loaded.

02. Profile Tab:

The Profile tab includes all the options related to the UDL Research Internship:

1. **Profile Cover:** Add your profile cover image (Maximum file size: 300 KB).
2. **Profile Image:** Upload a professional photograph that clearly shows your face (Maximum file size: 200 KB).
3. **About Tab:** Write your bio, limited to 180 words.
4. **Comments Tab:** View all the comments you've made on any posts.
5. **Create Post Tab:** Create new posts as a research intern from this tab.
6. **Edit Post Tab:** Edit and view your draft posts here.
7. **Assigned Tasks Tab:** View all tasks assigned to you and their completion status.

+

Profile Cover

Your Name Here

⚙

Profile Image

👤 About   💬 Comments   ✎ Create Post   🔧 Edit Post   ▦ Assigned Tasks

☹

Your profile is looking a little empty. Why not add some information!

03. Settings Icon:

Under the Settings icon, the following options are available:

1. **Edit Profile:** Update your account-related information.
2. **My Account:** Change your password and update your name.
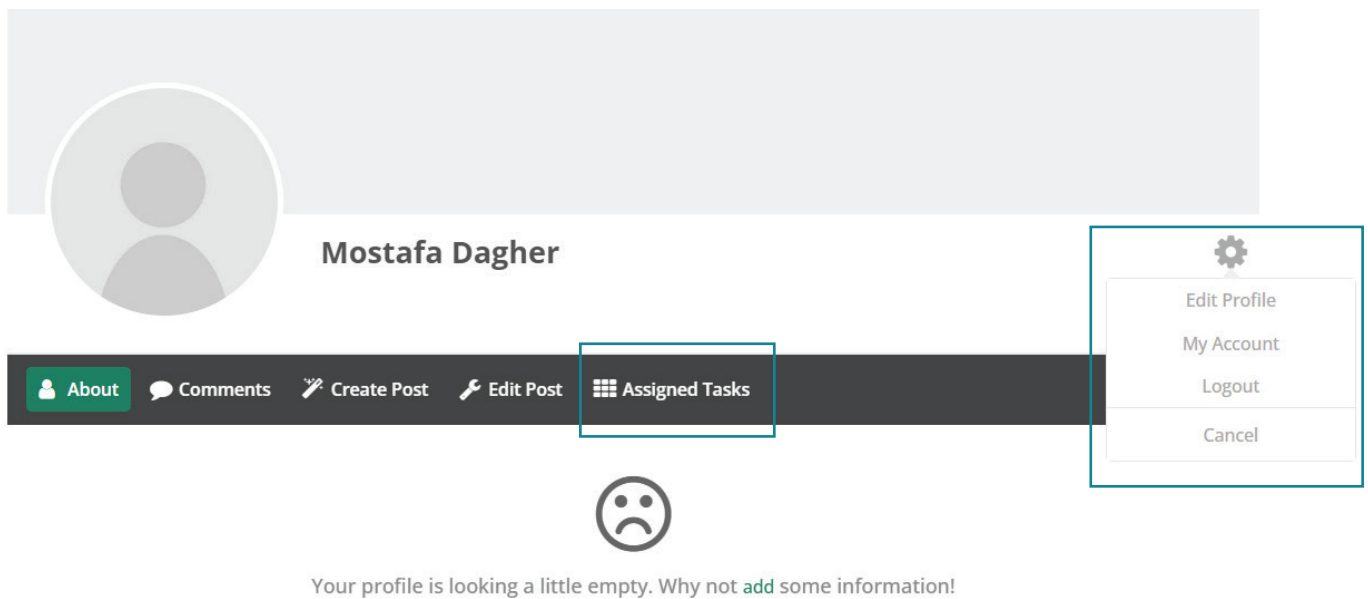
04. Assigned Task Tab:

The Assign Task tab includes:

1. **Projects:** View your assigned projects. Common discussions and uploaded files are available here.
2. **My Tasks:** View all tasks assigned to you based on the projects. Mark tasks as completed, check for reviews in the discussion tabs, and view the due dates for assigned tasks.
3. **Calendar:** Check the calendar for all projects and assigned tasks.
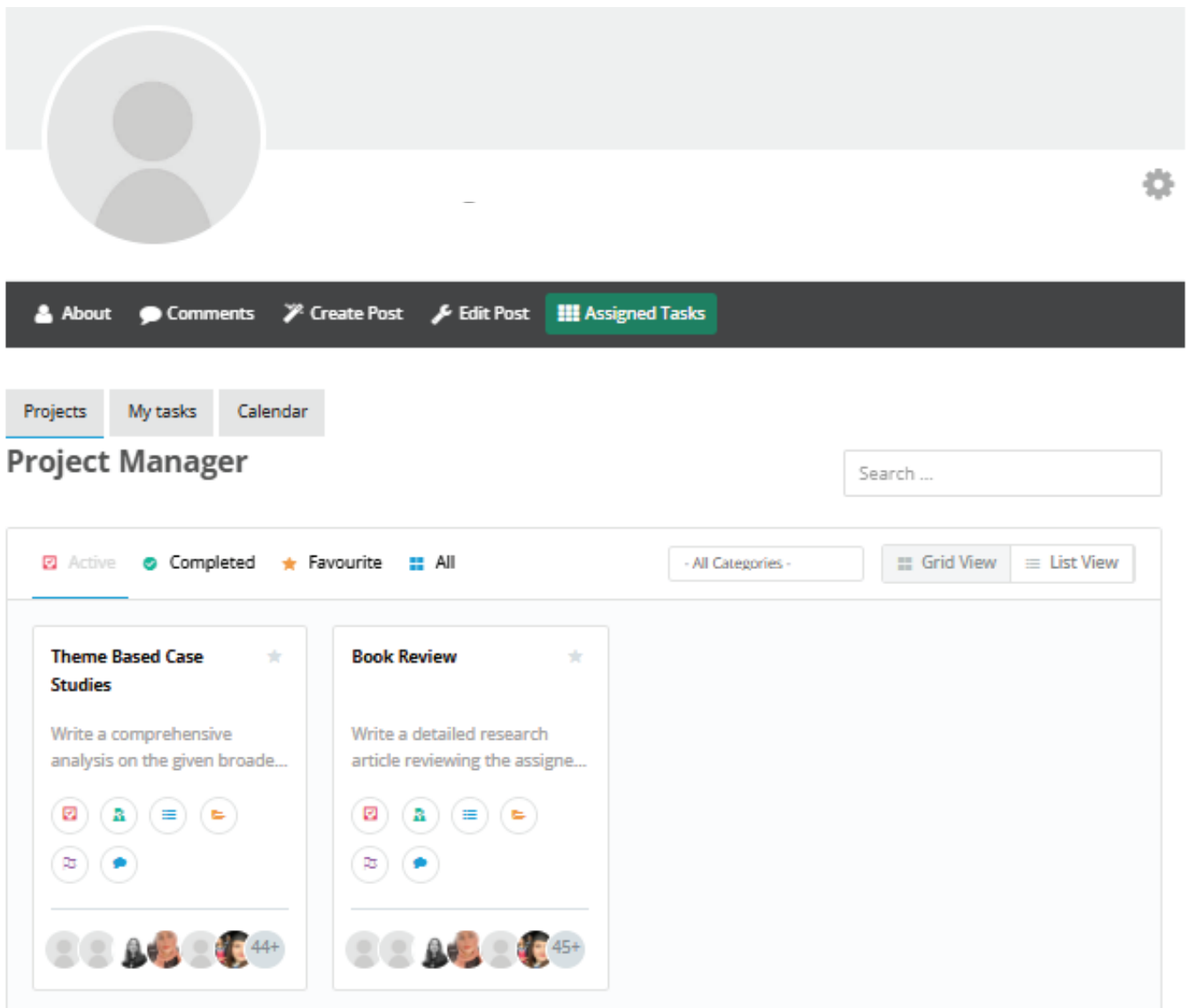
05. Create Post Tab:

Important notes:

1. Fields marked with an asterisk (*) are compulsory for submitting a post for review.
2. Posts can be saved as drafts for editing.
3. Once submitted for review, posts cannot be edited further.
4. Only submit complete posts for review.
5. Parts 6 to 10 (heading, paragraph, image, caption, and source) are optional.

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Heading 1 *

Maximum 12 words each, Number each heading if required.

Number each heading if required

Paragraph 1 *

| B | I | U | 66 | ABC | | | | | | | | 🔗 | ✂ |

Write based on the heading (max. 200 words), Can include bullet points

Write a paragraph based on the heading within 200 words (you can add bullets if required)

Image 1 *

Select Image

Relevant Image in relation to the Heading (Max. file size: 300 Kb)

Image Caption 1 *

Select a relevant image related to the heading (Maximum file size: 300 KB).

Write the description of the image within 20 words

select Image source 1 *

- select -

Choose 'Author' if the image was made/ clicked by you. If not, choose 'Source Website Link'

source website link 1

Choose 'Author' if the image was made/taken by you. If not, choose 'Source Website Link' or Provide the website link if you selected 'Source Website Link'.

Parts 6 to 10 (heading, paragraph, image, caption, and source) will have the same format as above. Following is the format for conclusion and Referencing:

Conclusion Heading

Conclusion

There is no need to fill this field.

Conclusion Paragraph *

| B | I | U | 66 | ABC | | | | | | | | 🔗 | ✂ |

Conclusion Paragraph (max. 200 words)

Remember to keep this concise, as you only have 200 words. Avoid introducing new information in the conclusion. Instead, focus on synthesizing what you've already discussed and emphasizing its importance. The goal is to leave the reader with a clear understanding of your post's main message and its relevance.

Write a conclusive paragraph summarizing the overall post within 200 words

References heading	References

There is no need to fill this field.

Reference List *

B *I* U " ABC ≡ ≡ ≡ ≡ ≡ 🔗 ✂

Write only the 10 most relevant references used in the Research article in APA-7 format.

Write only the 10 most relevant references used in the Research article in APA-7 format

About the author	Same as registration image, Max. file size: 300 KB

There is no need to fill this field.

Author Image *

Select Image

Upload the same image as provided during registration (Max. file size: 300 Kb)

Author Name *	Same as registration image

Mention the same name as provided during registration.

Author Bio *

Brief academic description in third-person perspective, Max. 75 wordsMax. file size: 300 KB

Provide a brief academic description of yourself from a third-person perspective, within 75 words

Submit for Review   Save Draft

06. Edit Post Tab:

1. Edit and delete draft posts.
2. Once a post is submitted for review, it cannot be edited.
3. Delete additional draft posts created by mistake.

👤 About   💬 Comments   🪄 Create Post   🔧 Edit Post   ⚏ Assigned Tasks

Dashboard

You have created 1 (Posts)

Title	Status	Options
Book Review: The Image of...	Offline	✏ 🗑

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07. Submitting Your Post and Marking Tasks as Completed

After completing your post and preparing to submit it for review, follow these steps to mark your task as completed:

1. Navigate to the Assigned Task Tab
2. Select "My Tasks"
3. Find the relevant task in the list
4. Click on the task to open it

A dialogue box will appear with the following options and information:

1. **Mark as Completed:** Use this option to indicate that you've finished the task.
2. **Due Dates:** Check the deadline for your task.
3. **Discussion:** View any relevant conversations or feedback related to the task.

Mark Complete

Created by **Laburbandesign** on **Jul 6, 2024**

Book Review: Cairo Contested by Diane Singerman-Mostafa Dagher

Project: Book Review
Task List: Book Review List

Members *i*

Due Date *i*
Jul 08 – Jul 15   in 4 days

Type *i*
No type found!

Track Time *i*
▶ 00:00:00   + Add custom time

Estimation *i*
No estimation found!

Label
No label found!

Recurring *i*
This task is not recurrence!

Description

Discussion

Add a comment

# 08. Important Notes:

1. Always ensure your post is fully complete and ready for review before marking the task as completed.
2. Marking a task as completed signals to your supervisors that your work is ready for their review.
3. Even after marking a task complete, you can still access related information such as discussions and due dates.
4. Regularly check the discussion section for any feedback or additional instructions from your supervisors.

Remember: Keeping your task status up-to-date helps maintain smooth workflow and communication within the internship program. It allows supervisors to track progress and provide timely feedback on your work.

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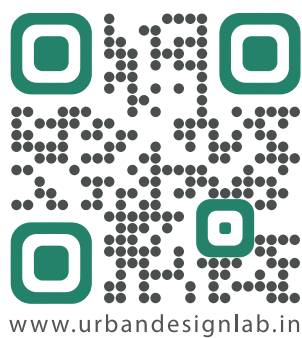
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