How to Present Computer Typed Work.

Formatting Your Work

1. Title Page:
    a. Theory of Knowledge Essay
    b. Add the following details centered.
        i. Prescribed Title #8 Leave spaces
        ii. Title Bold (Centred) Leave Spaces
        iii. Exam Session May 2022
        iv. Date
        v. Word Count (no more than 1600)
    c. Insert Page Break

2. Body:
    a. Should include title - 12-14pt Bold, centred
    b. Font 10-12pt Times New Roman
    c. Double Spaced
    d. Space before and after paragraph
    e. Erase any spaces you have put in yourself
    f. Justified / Left Aligned
    g. Page Numbers and name :
        E.g. *1/2*
    h. No Subheadings (If removing, please ensure that they are in the topic sentence if required.)
    i. Check capital Letters and fullstops

3. Reference
    a. Sepe
    b. Include only cited works. (MLA) - check that anything in quotations or anything summarised from another source has been appropriately cited in MLA.
        E.g. Hinton, S.E., *The Outsiders,* Penguin Books, 2016.

Save your work:

Name your file: Date-Name-Subject-Essay Topic.pdf
E.g. *2021-CN####-TOK-Q6.pdf*

Got time?

- Highlight your topic sentences and ensure your essay makes sense just by reading them.
- Check to ensure your topic sentences all relate to the question
- Check to ensure your paragraphs all relate to the topic sentence
- Check the grammar and punctuation and spelling again!
- Check your citations

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- Check each paragraph for flow

Presentation

The extended essay should be written in a clear, correct and formal academic style, appropriate to the subject from which the topic is drawn. Given that the extended essay is a formally written research paper, it should strive to maintain a professional, academic look.

To help achieve this, the following formatting is suggested.

- the use of 12-point, readable font
- double spacing
- page numbering
- no candidate or school name on the title page or page headers
- the file size must not be more than 10 MB. (Note that the RPPF is uploaded separately and is **not** part of the overall file size of the essay.)

Submitting the extended essay in the required format will help set the tone of the essay and will aid readability for on-screen assessment by examiners.

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