**Introduction**

The purpose of this example is to show you how an academic document should look. Notice that I am using a normal and professional looking font. I prefer ‘Calibri’, but you might opt for a more traditional font like ‘Times New Roman’ or ‘Ariel’. Whichever you choose, be consistent!

Note that to start a new paragraph, all I have done is left one line between this and the previous.

No need to indent! This is also ideally how you should structure your exam answers, but we’ll talk about that later.

You will have also noticed that I have used 1.5 line spacing instead of the usual 1.0. As well as making it look like you’ve written LOADS (PS. you probably shouldn’t use uppercase words for emphasis, use **bold**, *italics*, or underlining instead), it also makes it very easy for me and the examiner to mark AND (oops, done it again) it makes it easy for us to write comments and feedback in specific places.

When it comes to references, you need to refer to the OWL/MLA information that you’ve looked at in your TOK lessons. One tip I will give you is to keep the actual quotes in standard font, but italicise the actual reference…like this: “keep the actual quotes in standard font, but italicise the actual reference” (*Prebble, 2012).* See what I did there?

Reports are not essays. You can split them into sections Introduction, Main Results etc.) and use bullet points – see below.

* I found out something useful and told you so by use of a bullet point.
* Look, I did it again!
* And again!

Now, I can perhaps elaborate further on my bullet points if necessary. The best way to see how this can be done properly is to read the exemplars on Moodle, you’ll get the idea.

**Main Results and Findings**

It’s a good idea to have your main section headings follow the ‘checklist’ of the report contents so that it’s easy to follow. Finally, you can include small diagrams etc. within the text, but it may look better if you put them in the appendices instead.

**Other Tips**

* Keep your borders ‘standard’ not ‘narrow’.
* Be consistent with your style – it should look professional and have the same ‘feel’ all the way through.
* Don’t use more than one type of emphasis – bold, italicised, capitalised and underlined looks ***STUPID***.
* Save your work regularly – set up ‘time save’ so that the program you’re using saves your work automatically every 5 minutes or so
* Yes, use spell check. Remember though, it will not recognise that you used ‘there’ instead of ‘their’ etc., so it is vital that you proof-read again and again.
* You can use American English or ‘Correct’ English – but make sure that you ‘pick and stick’ – be consistent, don’t use ‘organization’ and ‘colour’ in the same document. If you want the best feedback on your spelling and grammar, use ‘correct’ English as this is the one I know!!
* Keep a constant record of your references – I’ll show you how to present these in the bibliography/references section towards the end of the IA.