**Spring 2019 IA Formatting Guide**

**SCORING FROM MAY 2018 SUBBJECT REPORT**

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|  | 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| IA | 0-2 | 3-5 | 6-8 | 9-12 | 13-15 | 16-19 | 20-25 |

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| --- | --- |
| **Font Size** | Size 12 font |
| **Font Type** | Something boring/universal: Times New Roman, Arial, Calibri, Cambria. |
| **Spacing** | Double spacing throughout |
| **Margins** | 1 inch |
| **Headers** | Nothing in the header—not your name, not the assignment title-nothing.  |
| **Footer** | Page numbers on bottom right |
| **Title page** | 2 Title Pages: Managebac Copy – Just research question and word count Paper Copy - at the top of the page center adjusted: Research Question, Your name, Total word count, Class Period, DateNo fancy headings (Microsoft Word wants you to make a blue size 24 font heading—don’t do this), No pictures, No separate IA title |
| **Works cited** | Must be labeled Works Cited (bold, center adjusted)Must be in the same file Must be on its own page with a page break separating it. Google how to insert a page break, if you don’t know how. |
| **Table of contents** | None. Don’t include one. This is an IA, not an EE.  |
| **Word Count****Must be 2,200 words or less.**  | **What is NOT included in the word count?** Title page, IA section headings (e.g. Section 1: Identification and Evaluation of Sources), Works Cited page, in-text references.**How do I calculate the word count?** It is a tedious process. Most students count each section and manually count out the in-text references. This is complicated when you’ve got an in-text reference, which is more than author+page number. I’ve seen students copy and paste the paper into a new document and delete everything not included in the word count. **N.B.** Any subheadings you may put into your Investigation section like “Context” “French relationship with Habyarimana prior to 1990” do count in the word count, because they are part of the IA.  |
| **Section headings** | Should be left adjusted, in black font, bolded and also size 12 font. Nothing fancy at all here.  |
| **Tables / Figures / Pictures** | If you would like to include a chart, a table, a picture, a map, a chart or anything, may do so. If you are analyzing a cartoon or picture, you must include them. These cannot be in the text and must be in the appendix. |