

TOK Exhibition: Formatting Instructions

Let's format our TOK Exhibitions together! Open a new Google Doc (*inside your TOK folder*) and title it "**Lastname TOK Exhibition.**"

1. Change your font to Times New Roman, size 12. (*This is so your commentary will be in the same font as your Works Cited--if you choose another font, you'll have to remember to adjust your WC font too.*)

2. In the top left corner of the first page: **Personal Code: abc123**

You can find your personal code in Managebac, on the PLANS tab. (*YOU ONLY HAVE ONE IF YOU WERE REGISTERED FOR EXAMS THIS YEAR--if not, wait until next fall and add your real Personal Code then.*)

3. For your title: Skip a line. Then, centered, bold, 14 point: **#. IA Prompt?**

Don't forget the correct prompt number! Make sure the wording is IDENTICAL to the [IA Prompts doc](#).

4. Skip two lines. Then, left justify, bold, 12 point, create a section header for the first object:

Object #1: [short description]

5. Then paste a **photo** of your object--make sure it's clear, large enough to see, etc. Alignment is up to you.

6. Underneath that, not bold: Paste your citation for this image. **[Citation]**

Cut it from your Works Cited page. NOTE: You do NOT also need to cite the image in the Works Cited if you have the citation here. Adjust so it's single-spaced. You can make the font smaller if you like.

- **If you took the photo yourself:** don't include a citation--instead, add *Photo taken by the author*
- **If you got the image online:** In Noodletools, click New Source. For "Where is it?", choose Website. Then, read the options (most likely in the green section) to figure out which best describes your image.
 - Note that for some options (photograph, chart, map, etc.), you need to carefully choose "born digital" or not. (Did your image exist as a physical photo/chart/map once? Or not?)
- **If it's a screenshot:** Cite the actual source as you normally would (as an article or book or whatever), but then add, *Screenshot by the author*

7. Then paste your commentary. I strongly recommend DOUBLE-SPACING and indenting paragraphs.

8. Repeat for Objects 2 and 3. It is your choice if you want to start each on a new page or not.

9. After Commentary #3, skip a couple lines, then add (bolded) **Word Count: ###**

- a. **Things that do not count in your Word Count:** Personal code, Title, Section header, Citation under the section header, Parenthetical citations inside the commentary, Works Cited.
- b. Your total word count should be between 900-950.
- c. DON'T GO OVER 950--anything over that will not be read/scored.

10. Insert a page break. Then, go to Noodletools and EXPORT your Works Cited into a Google doc (*do this at the end, when you are certain you won't use any more sources*). Then, COPY and PASTE that Works Cited onto the new page at the end of your Commentary doc. Don't change anything! It should have the title **Works Cited**, all hanging indents will look correct, it will be alphabetized, etc.

1. What counts as knowledge?

Object #1: A plastic Starbucks cup



Cold To-Go Cup, 24 fl. oz. *Starbucks*, www.starbucks.com/menu/product/2123336/single?parent=%2Fmerchandise%2Fcold-cups. Accessed 29 Apr. 2021.

[illegible]

This is a sentence. This is a sentence. This is a sentence. “This is a sentence” (“Destruction”). This is
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A close-up portrait of a young girl with blonde hair and blue eyes, smiling at the camera. She is wearing a blue tank top and is positioned in front of a red metal playground structure. The background shows a cloudy sky and a grassy area.

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(Hamilton 32). This is a sentence. This
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[illegible]

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[illegible]

Word Count: 924

Works Cited

- "Destruction of the War Ship Maine Was the Work of an Enemy." *New York Journal and Advertiser*, 17 Feb. 1898, p. 1. *History Collection*, historycollection.com/10-archival-newspaper-headlines-that-transport-you-back-to-major-historical-moments/9/. Accessed 9 Nov. 2020.
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