Hillcrest High School
Written Assignment Formatting Guidelines

In order to keep a uniformity in all written projects submitted for IB classes and for international grading and moderation, the following formats are to be followed. Individual teachers may adjust these formats to fit their own curriculum.

1. Fonts
   A. Entire paper/essay (including preliminaries) should be in a 12 pt. Times or Times New Roman font, or other standardized font as determined by supervising instructor. The same font should be used for all parts of the paper (text, header, footer, etc.) unless specified below.
   B. Unless otherwise indicated, text should be double spaced.
   C. All text should be black.

2. Cover/Title Page (see Example Pages 1 & 2)
   A. All written assignments must include a cover page that includes the following (12 pt. regular font, single spaced and centered unless otherwise indicated):
      1. Project/Paper Title (14 pt boldface font) approx. 3-3.5 inches from the top of the page (depending on title length)
      2. Triple Line Space
      3. Course Requirement
      4. Course/Subject
      5. Triple Line Space
      6. Student Name
      7. Student Session Number
      8. School Name
      9. School Location
      10. School Code
      11. Triple Line Space
      12. Instructor or Supervisor Name (no other title may be used)
      13. Submission Date (day, written month, year)
      14. Exam Session (i.e. May 2014)
      15. Word count
   B. Example Page 1 demonstrates the cover/title page for a paper or project.
   C. Example Page 2 demonstrates the cover/title page specifically for the Extended Essay or the Reflective Project
4. **Format (see Example Pages 3-6) (see exceptions for ToK Essay listed below).**
   A. **Text margins (see Example Pages 3-6 AND 7):**
      1. **1 inch** margins left and right
      2. **1½ inch** margins top and bottom (including footnotes)
      3. Paragraphs indented ½ inch (standard tab length).
   B. **Header**
      1. **1 inch** from top of page
      2. Include on each page except cover/title page
      3. Include Candidate Session number **ONLY** in the header on every page except for cover/title page, aligned to the right.
   C. **Footer**
      1. **1 inch** from the bottom of each page
      2. Include on each page except the cover/title page.
      3. Include page numbers centered according to the following format:
         a. Preliminaries (title page, abstract, table of contents, etc.) numbered in lowercase roman numerals: i, ii, iii, iv, etc., starting with the cover/title page.
         b. Cover/title page part of Preliminaries’ numbers, but **no number shown**.
         c. Text of the paper numbered in arabic numbers, restarting with page 1.
         d. Appendixes, Bibliographies, etc., continue arabic numbering from body of paper.
            a. Appendixes, Bibliographies, etc., are **not** included in the word count listed on cover/title page.
   D. **Graphics (see Example Page 5)**
      1. All graphics, charts, pictures, etc., should be included within the body of the paper where possible. Larger graphics, tables, etc., may be moved to an appendix.
      2. Captions for graphics within the body of the paper are **required**, must clearly identify graphic, and should be single spaced in a 10 pt. matching font.
      3. Graphics and captions are **not** included in the word count listed on cover/title page.
   E. **Quotations (see Example Page 4)**
      1. ANY text taken from an outside source should be included in quotation marks and cited.
      2. Quotations longer than three lines should be set off in a block style in the following manner:
         a. Right margin of 1½ inches (½ inch indentation from body of text).
         b. Single space text within the block quotation.
         c. Double space after block quotation
      3. Quotations **are** included in the word count listed on cover/title page.

5. **Abstract Page (when necessary) (see Example Page 3)**
   A. Abstract should be single spaced.
   B. Abstract word count should be listed after the abstract text.
   C. Abstract page should be after title page and before Table of Contents

6. **Citations and References (see Example Page 6)**
   A. All research papers and applicable essays should include citations. Any and all information gathered from outside sources must be cited (you can never cite too much).
B. Citations are **not** included in the word count listed on cover/title page.

C. All citations must follow a uniform citation format (APA, MLA, Chicago, Turabrian, etc.) that is appropriate for the paper subject and agreed upon by the instructor/supervisor and student.

D. Unless otherwise indicated by format style, parenthetical or footnote citations are preferable to endnotes.

E. Footnotes should be separated from the body text by a line (standard in most word processing programs) and written in a 10pt font size.

F. Footnote citations are **single** spaced with a **double** space between footnotes.

G. An ending summary of references cited within the paper should be included (Sources Cited, Bibliography, etc.) following the body of the paper and before any other appendixes.
   1. These should be in the same style format used in the body of the paper (MLA, APA, etc.); however, the bibliographic citation is almost ALWAYS in a different format than the in-text citation.
   2. This section should be in 12pt font size.
   3. Except for MLA, each reference should be **single** spaced; references should be separated by a **double** space.
   4. Each reference must have a hanging indent of ½ inch.
   5. List should be alphabetical by author or editor.

H. Selected Citation methods/sources (subject to change)
      a. Citation machine: [http://citationmachine.net](http://citationmachine.net) Includes both footnote and bibliography.
   2. APA: [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/) Information
      a. Citation machine: [http://citationmachine.net](http://citationmachine.net) Includes both in text and bibliography.
   3. MLA: [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/) Information and Examples
      b. Citation machine: [http://citationmachine.net](http://citationmachine.net) Includes both in text and bibliography.
      a. Citation machine: [http://citationmachine.net](http://citationmachine.net) Includes both footnote and bibliography.
      a. Includes: APA, MLA, Chicago style, Turabian, IEEE, ASAS, SSF, Harvard style, Vancouver style. Bibliography only

7. **ToK Essay Exceptions:**
   A. No header should be included; no candidate number on pages.
   B. Top margin should be **1 in.** for text; all other margins as explained above.
Why I Love Being an IB Student, as demonstrated in *Lord of the Flies*

(Triple line space)

An External Assessment Written Task
for International Baccalaureate English A Language and Literature HL

(Triple line space)

Candidate Name: Harvey Husky
Candidate Session Number: 001395-999
Hillcrest High School
Midvale, Utah, USA
School Code: 001395

(Triple line space)

Instructor: Michelle Shimmin
Submission date: 1 December 2011
Examination Session: May 2012
Word Count: 1451
Research Question:
Does Being an IB Student Affect Abnormal Sleeping Patterns of Personal Pet Iguanas?

(triple line space)

An Extended Essay
in the International Baccalaureate Diploma Subject of Biology

(triple line space)

Candidate Name: Harvietta Husky
Candidate Session Number: 001395-998
Hillcrest High School
Midvale, Utah, USA
School Code: 001395

(triple line space)

Supervisor: Phil Talbot
Submission date: 15 January 2012
Examination Session: May 2012
Word Count: 3451
Abstract

Since its organization in April of 1830, the Church of Jesus Christ of Latter-day Saints has regarded music as an important tenet of the religion, both philosophically and practically. Hymns have been sung at each conference of the Church since its first in June of 1830. Music is integral to the regular worship service of the Church. Choral singing has been a hallmark of arts in the Church through the work of the Mormon Tabernacle Choir. Music, particularly choral music, has held and continues to hold a great influence on the members and their practice of their religion.

Although music has played an important part in the Church’s development, its specific place within the Church is vague. The worship and practice of the LDS Church contains no liturgy, per se, with congregational singing of hymns the mainstay of the worship service. This leaves a void of opportunity for composition so prevalent in other religions of the Western World, particularly for choral music. Equally perplexing for many Mormon musicians is the lack of any definitive Church policy regarding music as a whole. Other Mormon artists see this freedom from directives as an artistic necessity.

The purpose of this study is to examine the status of choral music in the Church of Jesus Christ of Latter-day Saints during the 20th century. The conclusion is that, with some creativity, music of varying styles and purposes can be composed within the parameters given by church leaders for church purposes.

Word Count: 251
musical landscape. In his book, *Music and War, a Research and Information Guide*, Ben Arnold lists over thirteen hundred war-related compositions from the Middle Ages through the Twentieth Century, and it is arguable still an incomplete list. However, the treatment of war and peace within these compositions has not remained consistent.

Before this century, specifically World War I, “war music still had no ‘cause’”;
composers were mainly concerned with the nobility and glory of war and the triumph of victory.
Peace compositions dealt mainly with the concept of peace separate from the war. For example, Beethoven’s *Dona Nobis Pacem* setting, subtitled “A Prayer for Inner and Outer Peace,” from his *Missa Solemnes*, can be viewed in the context of the political troubles of the time, and conclusions may even be drawn concerning the musical allusions to sounds of battle; yet the subject of war itself is not specifically used as a foil of dramatization. Closer to World War I, the lament concerning the effects of war became a subject with which composers dealt. Walt Whitman’s *Dirge for Two Veterans* can be considered by itself a textual lament. War became a different subject altogether in this century; Arnold states

> The wars and revolutions that opened the century, however, had not prepared the world for what followed in 1917. World War I began with a renewed spirit of optimism. Young men eagerly volunteered for duty, many feeling they would miss out on the most important event of their age if they failed to participate. By 1916, after the Battle of the Somme, the optimism had collapsed. The expected short war had grown into an unprecedented bloodbath. The world, its societies and arts, would never be the same.

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35 Ibid., 133.
36 Ibid., 134.
movement mainly in stepwise motion (see figure 1). The same movement with little alteration is played at the end of the oratorio as a postlude. Extemporaneous prayers are intended to be offered at the beginning and the end of the postlude.
BIBLIOGRAPHY

Books


Screen shot of Margins dialogue box for Apple Pages v4.3. Approach through the Document inspector.

Screen shot of Margins dialogue box for Apple Pages v5.2. Approach through the upper menu “Document”, tab “Document”.

Screen Shot
for Microsoft Word margins dialogue box. Approach from Layout tab>Margins>Custom margins, or by double-clicking the margin ruler on the left side of document