When you hand in your TOK essay please ensure that you do the following.

**Formatting:**

         Use Arial Size 12 Font

         Use 1.5 spacing between the lines

         Each page should have a header including: your candidate number and question number / title. **Do not include your name and school name.**

         Include the works cited on a separate page at the back

         Number the pages on the bottom right

**You must:**

·         write an essay of between 1200 and 1600 words based on one of the ten set questions that will be provided to you at the beginning of Year 13;

·         the word count ***includes*** the main part of the essay and any quotations but it ***does not include*** the footnotes, any maps, charts, diagrams, annotated illustrations or tables used and the bibliography;

·         footnote every reference used and include a bibliography at the end. In cases where factual claims are fundamental to the argument such claims should always be checked and a proper, traceable source supplied;

·         complete and sign the official cover sheet (available on this webpage) and attach it to the front of the essay.

**You should:**

·         plan thoroughly using the more detailed Patana Planning Form (available on this webpage);

·         take great care over structuring your essay carefully and expressing your ideas clearly when you are writing, the main problem facing most TOK examiners is that it is just not clear what the student is trying to say or that there essay jumps all over the place without following a sensible, clear train of thought;

·         make sure that you don’t just answer the question in an abstract philosophical manner or just by referring to the answers given by external sources, the examiners are looking for your personal and well considered response to the questions and the essay should express your own conclusions, not anybody else’s;

·         explore carefully and in detail the knowledge issue raised by a given question, a detailed exploration will require you to consider the claims for a given argument, the counterclaims against it, any potential responses to this and evaluation of the seriousness of the problem and the success of the response;

·         support your claims (and counterclaims) with convincing evidence coming from a variety of sources, e.g. your own personal life, examples from other cultures, established scientific fact / research or thought experiments;

·         try to identify connections between different areas of knowledge and ways of knowing.

**Quick Referencing Rules – MLA Style**

**In-Text Citations:**

An In-Text Citation is placed in brackets in the main body of your essay just after a quotation or paraphrase to indicate that you have used the work of someone else.

**For Books:** (Author Surname, page number)

 (Dombrowski, 46)

**For Websites:** (Author Surname) or (*Shortened Page Name*) if there is no author

 (Hoye)

 (*Quick Referencing Rules*)

**Bibliography:**

A **bibliography** is a more detailed list of all the sources that you have used in your work; this should come on a separate page at the end of the essay. All of the sources should be listed alphabetically and they should be set out in exactly the way that they are below, pay attention to the commas, full stops and italics: these need to be in the right order!

**For Books:** (Surname, First name. *Title.* City: Publishing Company, Date Published. Medium

 (Dombrowski, Eileen *et al*. *TOK Course Companion*. Oxford: OUP, 2007. Print)

**For Websites:** (Surname, First name. *“Page Title”.* Publisher. Date Posted. Medium. Date Visited. URL)

(Hoye, Kevin. *“Quick Referencing Rules”.* 20th Oct. 2011. Web. 13th Dec. 2012. [http://www.mrhoyestokwebsite.com](http://www.mrhoyestokwebsite.com/))

**For Articles:** (Surname, First name. *“*Article Title,*”* *Magazine*. Date: Page Number. Medium)

(Robertson, Grant. “The Meaning of Life,” *Time*. 20th Oct. 2011: p.34. Print)

Although these kinds of sources are the ones that you are more likely to use, there are lots of other guidelines for how to reference other kinds of sources, e.g. interviews, emails, videos, etc details of which can be found on the library website or by following the link <http://sites.cdnis.edu.hk/school/library/citing-sources/>