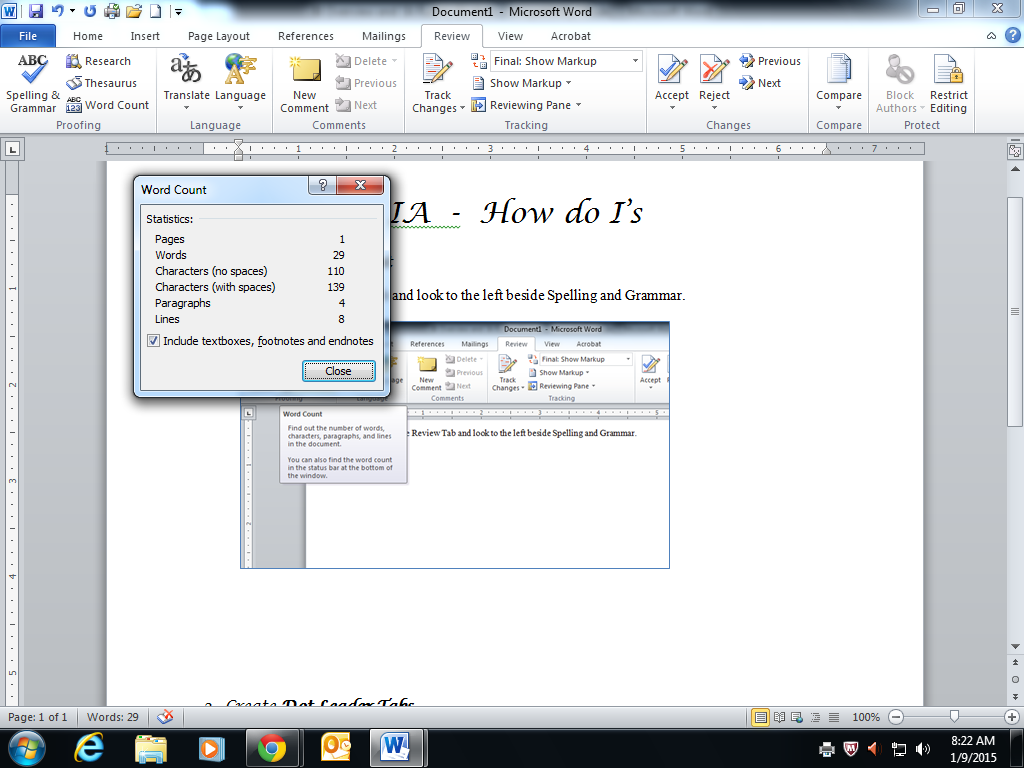
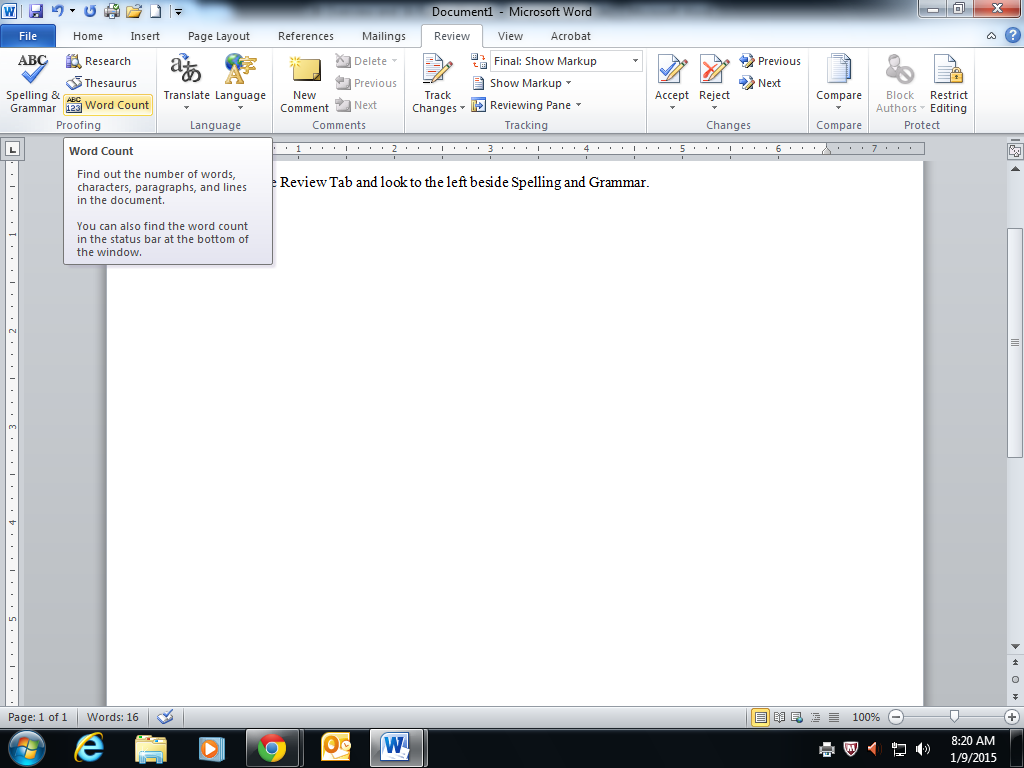
IA - How do I’s

1. Find the **Word Count**

Click on the Review Tab and look to the left beside Spelling and Grammar.

Make sure to look at “Words”.



**Word count**

The written commentary must not exceed 1,500 words. A word count must be included as part of the commentary. If the word limit is exceeded, the teacher’s assessment must be based on the first 1,500 words.

|  |
| --- |
| **Note:** Moderators will not read beyond 1,500 words for the commentary. |
|  |

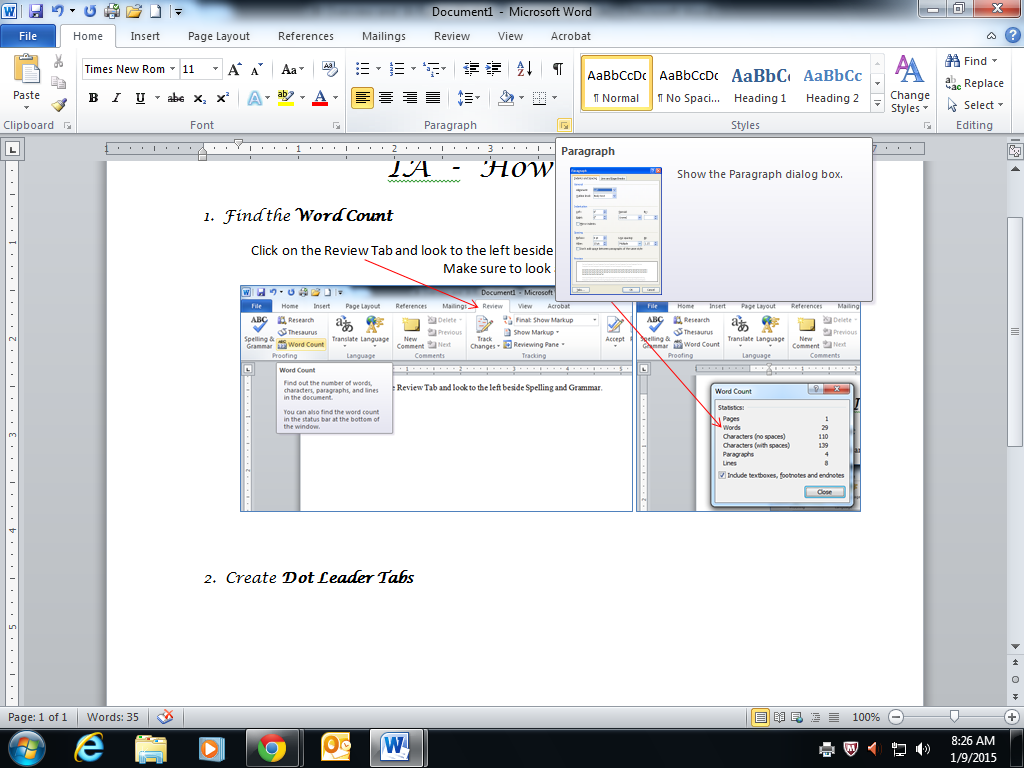
The following are **not** included in the word count:

1. acknowledgments
2. contents page
3. tables of statistical data
4. diagrams or figures
5. equations, formulae and calculations
6. citations (which, if used, must be in the body of the commentary)
7. references (which, if used, must be in the footnotes/endnotes)
8. bibliography.

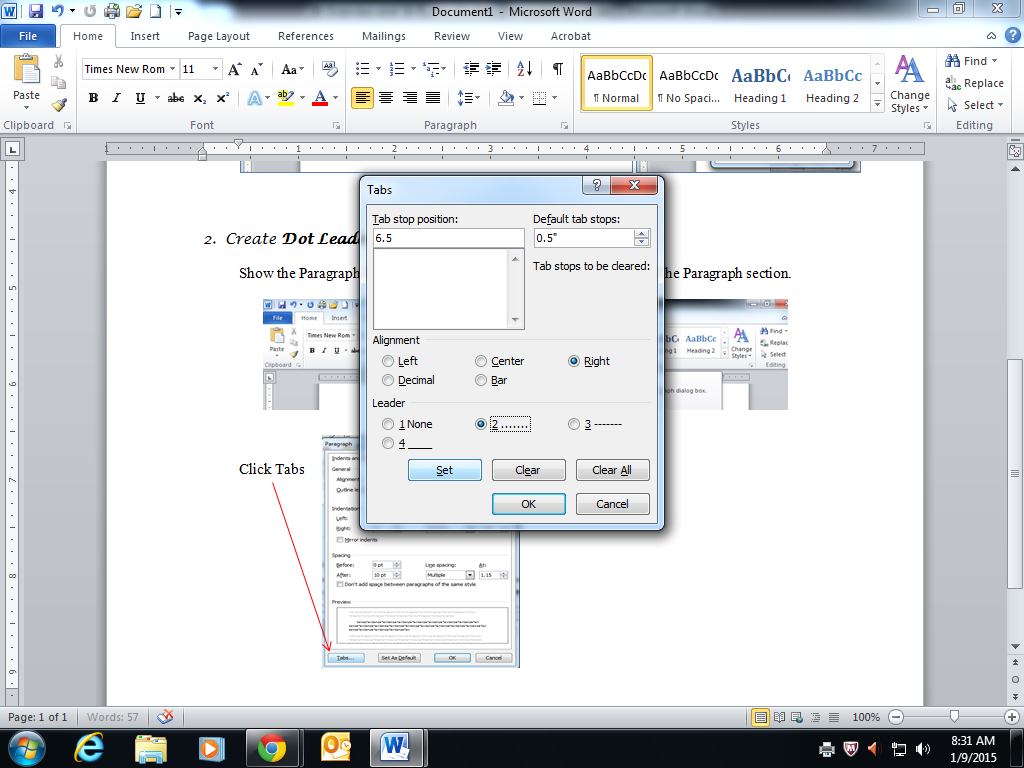
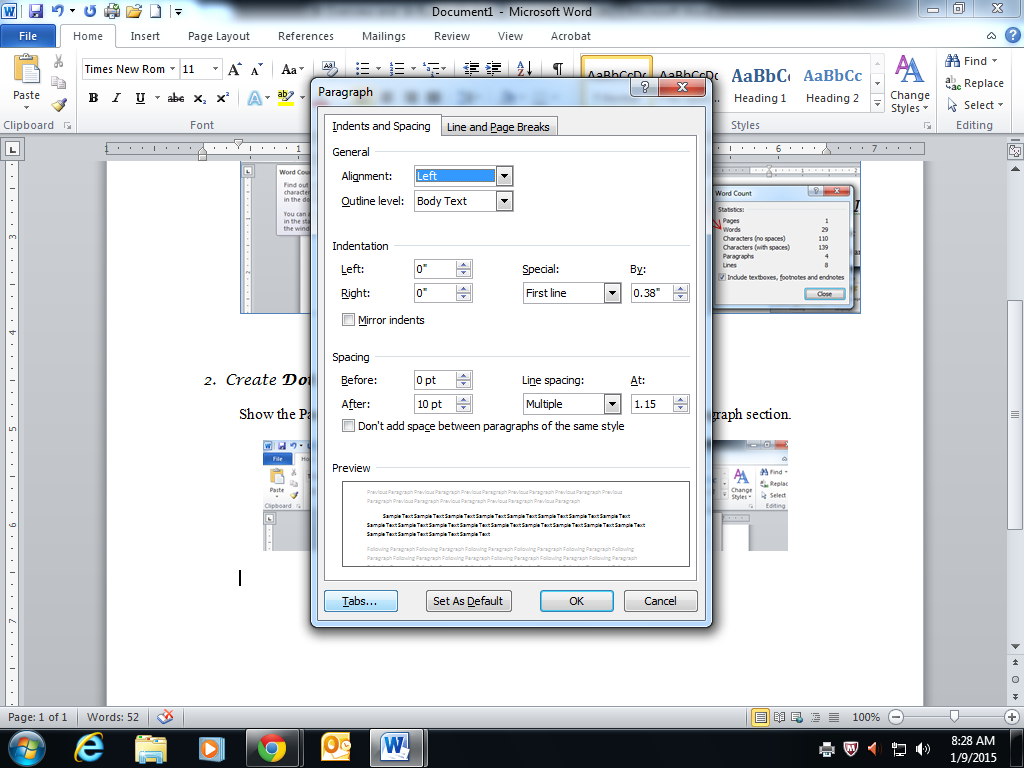
Please note that footnotes/endnotes may be used for references only. Definitions of business management terms and quotations, if used, must be in the body of the work and are included in the word count. Please note that citation is a shorthand method of making a reference in the body of the commentary, which is then linked to the full reference in the bibliography.

2. Create **Dot Leader Tabs**

Show the Paragraph Dialog box by clicking on the arrow at the base of the Paragraph section.



Click Tabs Enter the following:



Tab stop position:

6.5

Alignment: Right

Leader: 2 ….

Click Set

Click OK

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Introduction

Findings

Analysis

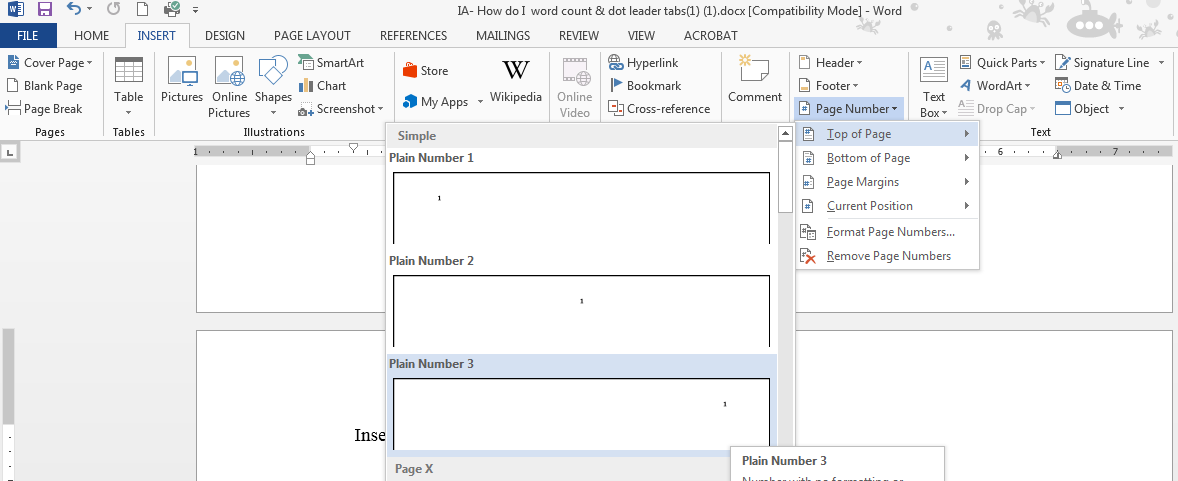
Conclusion

Bibliography

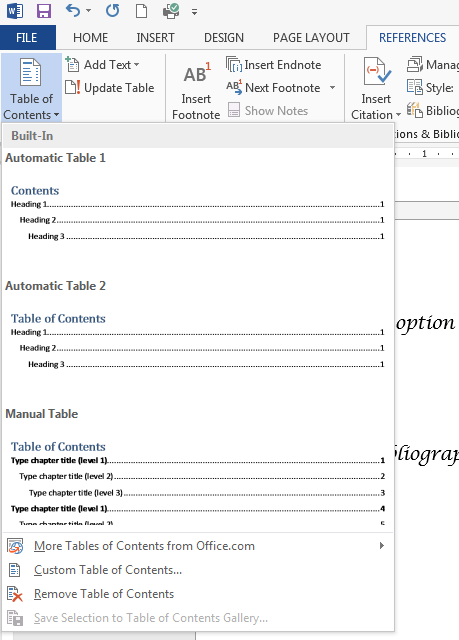
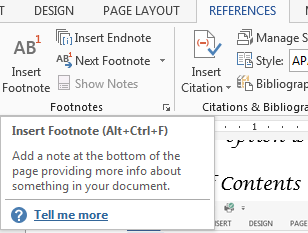
Appendix

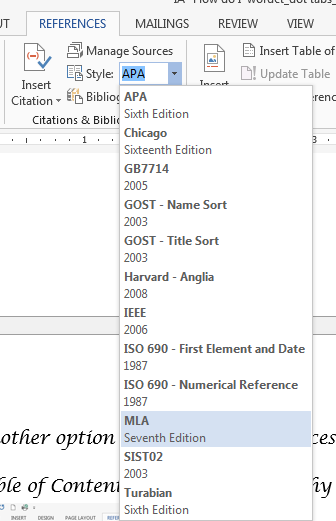
Inserting Page Numbers

***Insert****…****Page Number***…choose top or bottom of page…Plain Number 3 to have it appear on the right side of the page making it easier for the scorers to notice. By default it will go into the header or footer. Given that you are to use footnotes for internal citations, I recommend using ***Top of Page***



Another option is to use the **References Tab** to create the

**Table of Contents** **Footnotes** **MLA Bibliography**



Click Here

or Here for information and the dialog box

