Portfolio Guidelines and Tips

Page Layout:

- A4 page size and portrait orientation. (A3 is an option but not for us).
- Margins should be normal (or slightly narrow) and not 'tight' or barely existing.
- Use of 'white space' on each page to ensure pages are not dominated by text, annotation, captions and images. This ensures the pages clearer and more legible.
- Do not cram/stuff the page with with as much information as possible. There should be enough 'white space' to ensure it's an easy read.
- Include page numbers.

Font/Text:

- For e-portfolio submissions the minimum accepted readable font size will be Arial point size 11 pts.
- It can be another font type but must be as big or bigger than Arial 11 pts, for example, Times New Roman 11 will be smaller.
- Anything smaller than 11pts, the examiner could be instructed not to give credit.
- For scanned images, drawings and/or hand written text, the size and legibility must also taken into consideration. The text must be the equivalent size of Arial 11.

Word/Page count:

- SL - no more than 3000 words and recommended/maximum of 34/34 A4 pages.
- HL - no more than 4000 words and recommended/maximum of 52/56 A4 pages.
    - *The word count given for each section is a guide and is recommended.*
    - The overall word/page count for the whole document is absolute and required as a maximum.
- Annotations and captions under 10 words do not count towards the word limit.
- Tables: cells containing fewer than 10 words do not count towards the word limit.
- Citations/references (whether parenthetical or numbered) do not count towards the word limit.
- Referencing (except footnotes/endnotes) do not count towards the word limit. Therefore citation does not count, whereas footnotes do.
- I think the inline citation works better – the footnotes have the danger of students starting to explain the relevance of them to the particular reference in the body text.

Final Submission Presentation:

- All criteria in one PDF file
- File size no larger than 50mb
- File naming ...May 2018_student session number_your initials_DT
- No cover page
- No student name
- No student number
- No Teacher Name

- No school details
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Tips

- Learn formatting tips - text wrap (around images), captions, text boxes, tables, etc