

EXTENDED ESSAY

**FORMAL
PRESENTATION**

FORMAT GUIDELINES



- **Times New Roman or Tahoma font**
- **12 point**
- **Double space (Exception: Follow MLA format for block quotations, tables and charts, and bibliographic citations)**
- **Indent paragraphs**
- **Use appropriate margins on all sides**
- **Put IB number in top right-hand corner (0345-000)**
- **Bottom center for page numbers**

PARTS OF THE EXTENDED ESSAY

- Title page
- Abstract (with word count)
- Table of contents
- Introduction
- Body of Paper
- Conclusion (EE word count at end of paper)
- Works Cited



TITLE PAGE

- Title should provide a clear indication of the focus of the essay. It should be precise and not necessarily phrased in the form of a question.

FORMAT

- Title centered on the page
- Candidate IB name (lower left corner)
- Candidate number (lower left corner)
- Date of IB exams (lower left corner)
- Category (lower left corner)
- Advisor's name (lower left corner)
- Word count (lower left corner)



How I Spent My Summer Vacation At IB Camp

Suzy Student

0345-000

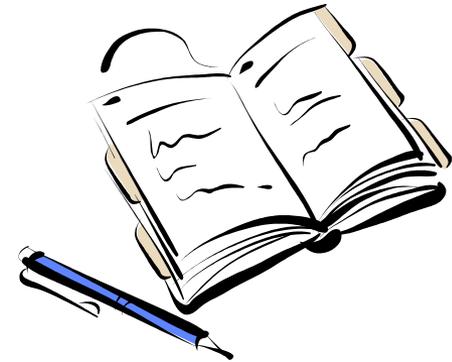
May 2010

Social Cultural Anthropology

Mr. Smart Teacher

3999 words

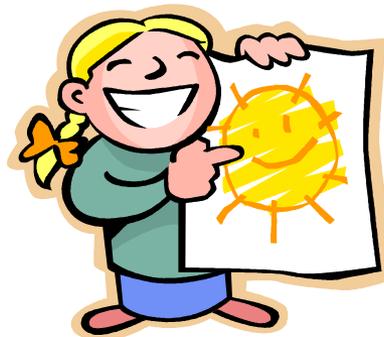
LENGTH



- The upper limit is 4,000 words.
- This does not include:
 - abstract
 - acknowledgements
 - contents page
 - maps, charts, tables, etc.
 - equations, formulas
 - citations & references
 - footnotes & endnotes
 - bibliography
 - appendices
- Essays containing more than 4000 words are subject to penalty and examiners are not required to read material in excess of the word limit.

ILLUSTRATIONS

- **Presentation and neatness are essential**
- **Needs to be well set out and used effectively**
- **Graphs, diagrams, tables and maps are effective only if they are clearly labeled and can be interpreted with ease.**
- **Must directly relate to the text, make a specific point and are acknowledged**

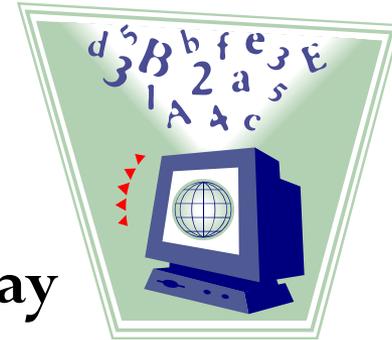


WORKS CITED PAGE



- **Definition of works cited – an alphabetical list of every source used to research and write the essay.**
- **Sources not cited in the body of the essay, but were important in informing the approach taken, should be cited.**
- **A citation is a shorthand method of making a reference in the body of the essay which is linked to the fuller reference on the works cited page.**
- **Consult an MLA handbook on the correct way to cite within the paper and on the works cited page.**

APPENDICES, FOOTNOTES, AND ENDNOTES



- Not an essential section of the essay
- Examiners are not required to read them, so all information of direct relevance to analysis and argument should be included in the main body of the essay
- Unless considered absolutely essential, lists of raw data should not be included.
- Students should not constantly refer to material presented in the appendix as this may disrupt the continuity of the essay.

POINTS TO CONSIDER



- Have you followed the guidelines for your subject? Are you sure your research question is acceptable with the guidelines?
- Have you closely examined the scoring rubric to see if you have met the criteria for the maximum number of points?
- Have you followed the guidelines for writing an introduction? Have you adequately met the criteria?
- Have you supported your position with reputable research?
- Is the most salient feature of your essay your claim and how you support it? Have you clearly stated your research position and support it by building a case based on your thoughts/perspectives and supported your claim with pertinent research.
- Do you have a strong finish – a strong conclusion? What are the implications for further development of the topic, for further research in this area?
- Do your works cited page include only your in-text citations?

ALSO...



- Your paper needs a controlling purpose. That is the argument/statement that you are prepared to prove/defend throughout your paper.
- Refine and clarify that statement until it is clear and precise. It will help in your search of materials and sources.
- As you are rewriting your outline and drafting this summer keep in mind:

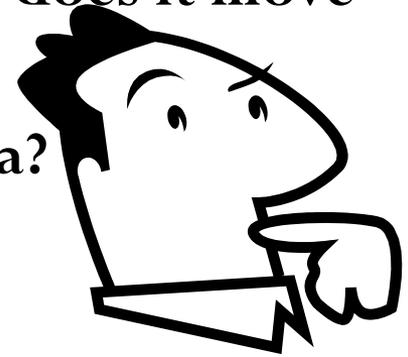
All divisions/ paragraphs relate to your subject

All division/ paragraphs help to serve your
stated purpose

AFTER YOUR 1ST WRITING

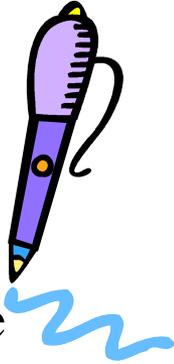
(LONG BEFORE YOU TURN IN YOUR 1ST DRAFT)

- Does your essay begin logically and clearly and does it move logically to the conclusion?
- Do subtopics relate specifically to the main idea?
- Is there unnecessary duplication of ideas?
- Do all topics relate clearly to the controlling purpose/idea/argument?
- Is the transition from one topic to the next smooth and logical?
- Does the conclusion correspond to the controlling purpose?
- Is there too much information on any one idea that overwhelms the balance of the paper?
- Is there enough information included to develop each idea?



GOOD WRITING ALWAYS

- Does your introductory paragraph engage the reader? Does it clearly state the controlling purpose?
- Do your ideas flow logically?
- Are your paragraph transitions natural and logical?
- Does your conclusion sum up your ideas and restate your purpose? Is it a logical result of what you set out to prove?
- Have you cited all ideas and quotes in the text?
- Do you have variety in sentence patterns and length?
- Have you used spell and grammar check?
- Have you proofread your paper aloud?



BIBLIOGRAPHY

- Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: The Modern Language Association of America, 1999.
- International Baccalaureate Organization. *IBO Diploma Programme Extended essay Guide*. Cardiff, Wales, GB: The International Baccalaureate Organization, 2007.
- Littell, Joy. *The Research Paper*. New York: McDougall, Littell & Company, 1985.
- Sebraneck, Patrick, Verne Meyer, and Dave Kemper. *Writers Inc.* United States: DC Heath and Company, 1996.
- Wallace, Ellen. *The Fine Line A Guide to Clear Communication in English*. Geneva, Switzerland: The International Baccalaureate Organisation, 1999.