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 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
  - contents page
  - equations, formulas
  - footnotes & endnotes
  - acknowledgements
  - maps, charts, tables, etc.
  - citations & references
  - 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
• 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


