Structuring and Formatting your Extended Essay

**Title Page:**

* Research Question or Title
* Subject area
* Your name
* Your supervisor’s name
* Date
* Word Count

(For the FINAL Final COPY to be submitted electronically to IBO, **your name and number as well as your supervisor’s name must be removed**)

**Essay:**

* Double spaced, Arial 12 point type
* May not exceed 4000 words; must be at least 3000 words.
* Introduction
  + This section must state your research question and place your question in a context – historical, social, scientific, artistic, or personal. Be wary of personal unless is it poignant or significant.
  + This section also includes a justification of the relevance of this topic in the subject area you are studying. Why is it studied? Why is your question important – within its context as well as to the human condition-- to answer?
  + This section must also include why the issues raised by your questions have contemporary relevance.
  + This section should include the structure of your investigation and argument, whether as a single thesis to prove or a series of statements. (This investigation will first consider…It will then move on to… Following this, consideration will be given to…)
* Investigation
  + Literature, Visual Arts, Film and Theatre papers will discuss what forms of analysis were used on the primary texts and then may use this format by reviewing relevant literary criticism of the author and the text.
  + Group 3 papers, especially history, politics, world studies, and psychology, must pay special attention to this section.
  + Group 4 papers will discuss the research that lead up to the creation of the lab experiment parameters and what research has been done in this field so far as a prelude to your experiment
  + All disciplines must use this section to show how the research investigation lead to the formation of the thesis, how it may have changed the original course of the investigation, what material may have been surprising or unexpected, and how this material informed your understanding of the topic.
  + This section should use source material responsibly citing direct quotes, paraphrased material, specialized content or technical knowledge.
* Analysis and Argument
  + This is the main part of the essay. In this section, you will argue your thesis and/or answer your research question. You should examine each factor brought forth in the investigation by comparing, contrasting, evaluating, disproving, or proving the various elements.
  + This section should use source material responsibly citing direct quotes, paraphrased material, specialized content or technical knowledge.
* Conclusion
  + This section begins with “This investigation has sought to answer the question…”
  + This section should also state “The evidence and arguments lead to the conclusion that…”
  + This section should also state “Nevertheless, there are clearly problems with reaching a final answer because…” and proceed to offer gaps in available source material for history, the need for further study in social or experimental sciences, further intervention in the case of other group 3 subjects, or other lenses through which to interpret literature/art/music.
* Works Cited/Bibliography
  + The title of this part depends on which style guide you used. If you used MLA or APA, it is a Works Cited page. If you use Turabian or Chicago style, you will call it a Bibliography.
  + All sources should be listed in alphabetical order by author’s last name or, absent an author, the first significant word in the title.
  + Hanging indent formatting and double spacing should be used.
  + IB requires the URL even though many style guides no longer do. For websites, the general style is [Author. “Section Title.” *Site Title.* Publishing Agency. Date Published. Date Accessed. URL. ]
  + Does not count in the 4000 word limit
* Appendices
  + For health, math, science and social sciences, include test data, surveys or other relevant data.
  + Does not count in the 4000 word limit