Structuring and Formatting your Extended Essay

**General:**

* 12 point Aril font
* Double spaced (except long quotes, which are single spaced)
* MLA style citations and Works Cited unless your supervisor suggests otherwise
* Pagination
  + 1st and 2nd drafts: in upper right corner – Last name/P#
  + Final draft: upper right corner, page # only
* Document Title – Last Name\_First Name\_EE

**Title Page:**

* Research Question or Title
* Subject registration area
* Your name (which will be removed in final draft)
* Your supervisor’s name (which will be removed in final draft)
* Date
* Word Count

(For the FINAL Final COPY to be submitted electronically to IBO, **your name 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 – ~1000 words**
  + This section must state your research question explicitly. Bold it.
  + This section must place your question in a context – historical, social, scientific, artistic, or personal. Be wary of personal unless is it poignant or significant.
    - BRIEFLY, what is the history behind or leading up to the topic?
    - Where does this topic fit in the subject discipline?
  + This section also includes a justification of the relevance of this topic in the subject area you are studying.
    - Why is the topic 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, in a paragraph or two, summarize the nature of scholarship on this subject. You may name major sources.
    - Have there been changes in interpretations over time?
    - Are there disagreements or different interpretations?
    - Literature, Visual Arts, Film and Theatre papers will discuss what forms of analysis were used on the primary texts and a summary review of 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 since source analysis is required as part of the argument.
    - 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
  + This section should include the structure of your argument, whether as a single thesis to prove or a series of statements.
    - The thesis may be something like this: “This investigation will first consider…It will then move on to… Following this, consideration will be given to… Finally,…”
  + This section should use source material responsibly citing direct quotes, paraphrased material, specialized content or technical knowledge.
  + This section fulfills Criterion A.
* **Analysis and Argument - ~2000 words**
  + 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.
  + This section fulfills criteria B and C.
* **Conclusion - ~1000 Words**
  + 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.
  + This section fulfills criteria B and C.
* **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.
  + In you are using MLA, but are including sources that you consulted as background material, you may call it “Works Cited and 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. URL. Date Accessed.]
  + All Works Cited and/or Bibliography entries must be annotated with a sentence or two that elaborates on its OPVL – Origin, Purpose, Value and Limitation or CCRAP – Currency, Coverage, Relevance, Authorship, Purpose
  + Does not count in the 4000-word limit
  + This section along with your margins, internal citation style, type face, and margins fulfills Criterion A and C.
* **Appendices**
  + For health, math, science and social sciences, include test data, surveys or other relevant data. If you have charts referred to in the text, insert them in the text rather than using appendices. If they are your charts, you don’t have to cite them. If they are someone else’s, you must cite them.
  + Does not count in the 4000-word limit