

Final Formatting for the Extended Essay and NIS Senior Essay – Class of 2018

Please ensure that your submission adheres to the following conventions:

- Word limit: 4,000 words (EE); 2,000 (NIS Senior Essay)
- APA referencing (no footnotes, or endnotes)
- Times New Roman or Arial font
- Font size 12
- Double spacing
- Each page numbered (except for title page)
- Title Page
- Contents Page
- Essay
- References
- Appendices**

Saving your essay:

- PDF only
- File name: studentcode_EXTENDEESSAY_SUBJECT_CATEGORY
- File must be no more than 10MB in size

Title Page (see exemplar on next page):

- The title of the essay (a clear, focused summative statement of the research)
- The research question
- The subject for which the essay is registered (if it is a language also, also state the category; if for World Studies, then the theme and two subjects utilized)
- Word Count
- **DO NOT** include any identifiers (eg: student name; school name)

The Essay:

- Introduction
- Body of the essay (research, analysis, discussion and evaluation – structured in a way appropriate to the subject area)
- Conclusion

References:

- Following APA style

***Appendices:*

- All appendices should be avoided, except in the following circumstances:
 - Questionnaires or interview questions
 - Permission letters
 - An external mentor letter, if one has been used
 - Groups 1, Category 1 – copies of poems or short stories (less than three pages)
 - Group 1, Category 3 – excerpts from newspapers, advertisements and transcripts from speeches
 - Group 2, Language Acquisition, Categories 1 & 2 – as per G1, C3
 - Group 2, Language Acquisition, Category 3 – as per G1, C1
 - Experimental Sciences – raw data or statistical tables (this should not include any analysis or conclusions)

What is included in the word count?

- The Introduction
- The main body
- The conclusion
- Quotations

What is not included?

- The contents page
- Maps, charts, diagrams, annotated illustrations
- Tables
- Equations, formulas and calculations
- In-text citations / references
- Reference List

[TITLE] Exploring the use of English language in a Public Service Advertising Campaign

[Research Question] *To what extent are the Transport Accident Commission's advertisements (both print and moving image) effective in the promotion of safe driving in Victoria, Australia, during the Christmas period?*

[Group and Subject] Group One (English Language & Literature), Category Three

[Word Count] Word Count: 3,958 words