Formatting Your IB Extended Essay

The Final Draft

<table>
<thead>
<tr>
<th>DO ☺</th>
<th>DON’T ☹</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Double space</td>
<td>• Do not right justify</td>
</tr>
<tr>
<td>• Include your last name, page number and candidate number in top right corner of every page of the essay</td>
<td>• Do not put quotations in italics or bold font</td>
</tr>
<tr>
<td>• 1 inch margin all sides</td>
<td>• Don’t use BOTH in-text citations and footnotes—this is redundant.</td>
</tr>
<tr>
<td>• Indent at the start of paragraphs (tab)</td>
<td>• Don’t overuse tables and charts such that they break the flow in the paper (append them instead—however note that the IB examiner is not required to read the appendix so use your judgment).</td>
</tr>
<tr>
<td>• Bold your research question in the introduction</td>
<td>• Do not use photographs or images unless they illustrate a specific point. If used they must be captioned/annotated and cited</td>
</tr>
<tr>
<td>• All in-text citations (Larson, 2011, p29) must have a corresponding citation in the Reference List.</td>
<td>• Don’t underline your title or put it in quotation marks</td>
</tr>
<tr>
<td>• Use italics to denote book titles within the body of the essay (do not underline)</td>
<td>• Don’t use a whimsical font—keep it formal (12pt. Times New Roman, Tahoma)</td>
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<tr>
<td>• Use quotations sparingly and succinctly.</td>
<td>• Don’t use photographs or images unless they illustrate a specific point. If used they must be captioned/annotated and cited</td>
</tr>
<tr>
<td>• Lengthy quotations (more than 3-4 lines) should be indented and justified one inch rather than placed in quotations</td>
<td>• Don’t underline your title or put it in quotation marks</td>
</tr>
<tr>
<td>• You may use headings to denote the various parts of the paper but name them purposefully (not Body, Main, etc.)</td>
<td>• Don’t use italics for titles in the body of the essay</td>
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<td>• Don’t use italics for titles in the body of the essay</td>
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</tbody>
</table>

Order of Items

• Title Page (main focus of the essay and not necessarily the research question)
  • include name, candidate number, subject, supervisor, total word count and date
• Abstract (300 words... this is written last. Include abstract word count at bottom of page)
• Contents page (all pages of essay included except for the title page, abstract and contents page)
• Introduction
• Body of essay (with section headers if desired)
• Conclusion (EE word count on final page)
• Reference List
• Appendices

*Note that the 4,000 word limit does NOT include the abstract, acknowledgements, table of contents, visuals, citations, references and footnotes and appendices.
The Reference List

DO 😊
- Start on a new page
- Centre title at the top (References)
- Double space
- Use a hanging indent (format>text>layout> indents>left 1cm) This bumps the second line in.
- Alphabetize by author’s last name or title of work (when author is unknown. For titles skip the words A, An and The to alphabetize)
- When there are 2-7 authors, use an ampersand “&” before the last author (Langston, S., Battye, R. & Clarke, R. etc.)
- Capitalize only the first word of book titles and articles. Italicize the title and subtitle (do not underline).
- Cite any photos, maps, graphs at the bottom of the image as well as in the Reference List
- Use the words “Retrieved from” before URLs (include the date accessed as well- the IB likes this :)
- all in-text citations in the body of the essay must have a matching pair in the Reference List.

DON’T 😡
- Separate the sources into categories (ie: books, websites etc.)
- Don’t use bullets or numbering
- Don’t use “Unknown Author”- skip the author and go straight to the title.
- Don’t use ‘ibid’ (this is Chicago style), if several sources are by the same author. Instead use three hyphens --- and then the title of the next work.

How to lose points on your EE...
- Not have a clearly stated research question (-2 points)
- No conclusion (-2 points)
- No abstract, or it’s longer than 300 words, or it doesn’t state your conclusion in the abstract (-2 points)
- No contents page, pages not numbered, no citations and no reference list (-3 or -4 points for Criteria I: formal presentation)

Make sure you read the EE Rubric for your subject area. Many points are lost for very small errors like those listed above.


For more obscure citation types consult the “APA Long Version” on the library website or come to the library to browse the print guide: A Pocket Style Manual by Diana Hacker 2012.

http://owl.english.purdue.edu/owl/