

**Formal Presentation
of the
Extended Essay**

Use these guidelines for each 5 or 7 segment of your draft. Your conference score will be Based in part on how adequately you follow these guidelines

I. Format Guidelines

- A. Use a serif font (Times New Roman or Tahoma are examples) because it is more readable Than san-serif.
- B. Text should be 12 point.
- C. Double space text (Exception: Follow your style manual for specific directions on block quotations, tables and charts, and bibliographic citations.).
- D. Indent paragraphs.
- E. Use appropriate margins on all sides (1” on all sides is acceptable).
- F. Use consistent pagination throughout—a running head (header) in top right corner.
 - 1. **Put your last name in the header until your candidate number is assigned** (e.g., Jones 1). Put 1-2 spaces between last name and page number.
- G. Use high quality, bright white paper (final paper).

II. Parts of the Extended Essay (Proper Order of Pages)

A. Title page

- 1. Title centered in middle of page
- 2. Student name
- 3. Candidate number
- 4. Date of IB Exams
- 5. Category
- 6. Advisor’s Name (Dr., Ms., Mr. + last name)
- 7. Word Count
- 8. Example:

Lower Left Corner of Title Page

Mary Smith
000845-045 (assigned senior year)
May 2013
History
Dr. Vansickle
Word Count: 3895

- B. Abstract (with word count at bottom of page)
- C. Table of Contents
- D. Introduction
- E. Body of Paper
- F. Conclusion
- G. Works Cited

III. First Draft Submission (5 for science or 7 pages for other subject areas), Second Draft Submission (10 or 12 pages in the fall), Complete Draft

- A. Must include properly formatted title page
- B. Paper must follow format guidelines
- C. Ten pages of text (exclusive of title page and works cited)
- D. Highlight in yellow all sentences that show your analysis, interpretation, understanding (informed opinion) of the evidence (research) used.; highlight in orange the quoted material. Your argument in yellow needs to guide the way the quotes are used to support your argument.
- E. Must include proper in-text citations
- F. Must include Works Cited page for citations used in these pages
 - a. Abstract
 - b. Table of Contents
 - c. Conclusion
- G. Submitting Your Draft – You Must:
 - a. Send ONE email with draft as an attachment to your supervisor and Sr. O’Dea [marciaod@forestridge.org] by 8:30 a.m. on October 28
 - b. Put your last name and “draft” in the Subject line (e.g., Jones Draft)

NOTE: If you are working in Word 2007 or 2010, follow the guidelines for managing your sources and formatting your references as you begin your draft. This will help you immensely by starting now. Follow the instructions on the handout “Citations in Word” that is posted in Vera Cross.