

# How do I organise my Extended Essay?

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There are six required elements of the final work to be submitted. You should note that the order in which these elements are presented here is not necessarily the order in which they should be written. The six required elements of the extended essay are:

1. Title page
2. Contents page
3. Introduction
4. Body of the essay
5. Conclusion
6. References and bibliography

## The Title Page - and the Title

### What should be on the title page?

The title page should include **only** the following information:

- the title of the essay
- the research question
- the subject for which the essay is registered (if it is a language essay also state which category it falls into; if a world studies essay also state the theme and the two subjects utilized)
- word count.

### What is 'The Title'?

The title of your essay should be a clear, focused summative statement of your research, which gives the reader an indication of your research topic. It should **not** be phrased as a research question. **The research question** indicates the specific topic of research and must be phrased as a question.

**Examples of linked Research Questions and Titles are shown below:**

Title	Research question
Negative externalities of consumption: Australian policy on cigarette packaging	How effective has the Australian policy of plain cigarette packaging been in reducing the negative externalities associated with the consumption of cigarettes in X?
Commodification and the body—an ethnographic study of social representations about the human body with relation to organ donation	To what extent can we interpret the negative attitude from laymen towards organ donation as an act of resistance towards the demands of the hegemonic medical model? The case of organ donation in Argentina.
An exploration of evil as a motivating force in drama	How effectively does Christopher Marlowe present his view of evil in <i>Dr Faustus</i> ?
The feasibility of wireless networking in a city-wide context	To what extent is wireless networking a feasible alternative to cabled networking within a whole-city context?

**REMEMBER: All EEs must have both a Research Question AND a Title**

**AN IMPORTANT NOTE:**

Please note that name of the student or the school should not appear on the title page or on any page headers. This is because the work is assessed anonymously.

**Contents page**

A contents page must be provided at the beginning of the extended essay and all pages should be numbered.

The contents page will usually consist of a 'Table of Contents'. This should be properly formatted, with page numbers neatly aligned on the right hand side.

Using some sub-headings throughout your essay can be helpful in two ways:

1. Sub-headings support the examiner to follow your argument more carefully
2. It provides you with section headings which can be added to the Table of Contents

You should NEVER have a Table of Contents which contains just a few entries, such as 'Introduction', 'Body' and 'Conclusion'.

## Introduction

The introduction should tell the reader what to expect in the essay. The introduction should make clear to the reader the focus of the essay, the scope of the research, in particular an indication of the sources to be used, and an insight into the line of argument to be taken.

While students should have a sense of the direction and key focus of their essay, it is sometimes advisable to finalize the introduction once the body of the essay is complete.

## The Body of the Essay

**The 'Body' of your essay contains research, analysis, discussion and evaluation. It comprises most of your essay - perhaps 3,500 words, and is where you demonstrate 'Knowledge and Understanding' and 'Critical Thinking'.**

Your main task is to write the body of the essay, which should be presented in the form of a reasoned argument. The form of this varies with the subject of the essay but as the argument develops it should be clear to the reader what relevant evidence has been discovered, where/how it has been discovered and how it supports the argument. In some subjects, for example, the sciences, sub-headings within the main body of the essay will help the reader to understand the argument (and will also help the student to keep on track). In structuring your extended essay, you must take into consideration the expected conventions of the subject in which your extended essay is registered.

Once the main body of the essay is complete, it is possible to finalize the introduction (which tells the reader what to expect) and the conclusion (which says what has been achieved, including notes of any limitations and any questions that have not been resolved).

Any information that is important to the argument **must not** be included in appendices or footnotes/endnotes.

The examiner **will not** read notes or appendices, so an essay that is not complete in itself will be compromised across the assessment criteria.

## The Conclusion

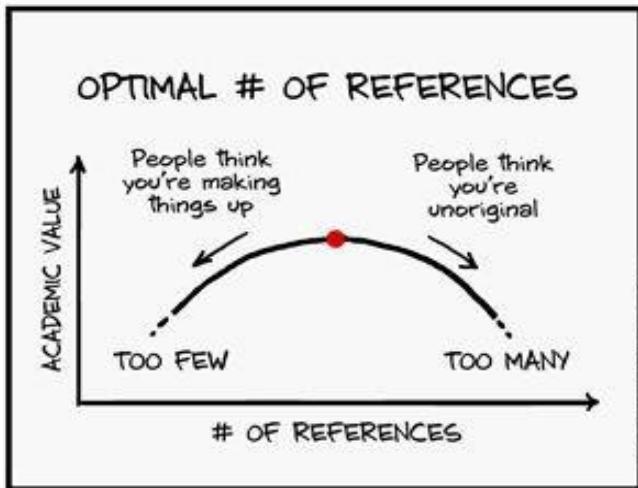
The conclusion says what has been achieved, including notes of any limitations and any questions that have not been resolved. While you might draw conclusions throughout the essay based on your findings, it is important that there is a final, summative conclusion at the end. This conclusion(s) must relate to the research question posed.

## References and Bibliography

Students should use their chosen style of academic referencing as soon as they start writing. That way they are less likely to forget to include a citation. It is also easier than trying to add references at a later stage. For more information on this, refer to the guidelines in the IB document [Effective citing and referencing](#).

Use EasyBib or RefMe to keep track of your sources as you read and research. Otherwise you will forget where you found images/quotes/information.

For further details on references/footnotes and the bibliography, see the **Formal Presentation** section



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