

Formal Presentation: What's that all about?

Are there rules about how to format my Extended Essay?

The extended essay should be written in a clear, correct and formal academic style, appropriate to the subject from which the topic is drawn. Given that the extended essay is a formally written research paper, it should strive to maintain a professional, academic look.

To help achieve this, the following formatting is **required**:

- the use of 12-point, readable font
- double spacing
- page numbering
- no candidate or school name on the title page or page headers.

Can I use illustrations?

Presentation and overall neatness are important, and it is essential that illustrative material, if included, is well set out and used effectively. Graphs, diagrams, tables and maps are effective only if they are clearly labelled and can be interpreted with ease.

Any labelling should contain the minimum information to ensure the examiner understands the significance of the map, chart, diagram or illustration. It must not include commentary, as this will be considered as part of the essay discussion and thus included in the word count.

All such material that is incorporated into the extended essay must be directly related to the text and acknowledged where appropriate. The use of photographs and other images is acceptable only if they are captioned and/or annotated and are used to illustrate a specific point made in the extended essay. Use illustrations with caution; excessive use may detract from the discussion in the essay. They should only be used if they are relevant and appropriate to a point being made as part of the argument of the essay.

Can I use tables?

The use of tables should be considered carefully and are only really appropriate in certain subjects. Tables must not be used in an attempt to circumvent the word limit. Obviously, all tables should be correctly labelled, neatly presented, referred to in the body of the essay, and clearly relevant to the essay content.

I keep being told to 'cite my sources', or 'reference everything'. What does that mean?

Unless you know the material you have included in your essay 'out of your own head', you MUST clearly state from where you acquired this information. You do this by using a standard system of citing your sources, which means showing in your essay exactly where each piece of information (you learned from somewhere else) came from. The source citing system could be MLA, APA, Chicago or Harvard. Different subjects use different systems, so you should check with your supervisor which system they would prefer you to use. You will find details about all of these systems in the school library, and on the school library website. You will either 'cite your sources' using 'in-text citations' or 'footnotes/endnotes'. This is how you show your sources in a shortened way.

You will then list all of the sources you used in your essay in a bibliography at the end of your EE. This bibliography will be in alphabetical order of the authors' surnames, and will contain all the information an examiner could need to find that particular source. This is really important! As the IB says:

An Extended Essay must reflect intellectual honesty in research practices and provide the reader with the exact sources of quotations, ideas and points of view through accurate bibliographies and referencing. Producing accurate citations, referencing and a bibliography is a skill that students should be seeking to perfect. Documenting the research in this way is vital: it allows readers to evaluate the evidence for themselves and it shows the student's understanding of the importance of the sources used.

What are footnotes and endnotes?

Footnotes and endnotes are a way of showing from where information in your essay came from. Footnotes sit at the bottom of the page. Endnotes sit at the very end of the essay, before the Bibliography. You use either footnotes or endnotes - you don't use both.

¹ Carroll, J. 2012. *Academic honesty in the IB*. IB Position Paper.

A footnote looks like this

An endnote will look exactly the same - but will be listed at the end of the essay.

Footnotes and endnotes, when used for referencing purposes will not be included in the word count of the essay. If information is contained in a footnote or endnote and is not a reference, this **must** be included in the word count.

Do not use footnotes as a way of getting around the word count.

As footnotes and endnotes are not an essential part of the extended essay you must take care to ensure that all information with direct relevance to the analysis, discussion and evaluation of your essay is contained in the main body of it. Examiners are not required to read footnotes or endnotes.

What is 'in-text citation'?

In-text citation means that you are citing/showing the sources of your information in your essay, and not at the bottom of the page, or at the end of the essay. In-text citations are used for exactly the same reason as footnotes - they just look different. An in-text citation might look like (McCarthy, 24) which tells you the name of the author, and the page in the book where you found the information.

In-text citations should be subtracted from your word count - which might need to be done by counting up the number of citations, and then subtracting them from the overall word count.

Check the IB's *Guide to Effective Citing and Referencing* (on your EE page) for full details!

My supervisor keeps mentioning 'Appendices'. What are these?

An 'appendix (plural is appendices) is a piece of information which is a useful addition to the essay, but which does not include any absolutely vital information. It's important to remember that examiners will not read them, or use any information contained within them, in the assessment of the essay. You need to ensure that all information with direct relevance to the analysis, discussion and evaluation of their essay is contained in the main body of it.

Appendices should therefore be avoided except in the following instances:

- an exemplar of a questionnaire or interview questions
- an exemplar of permission letters
- group 1, category 1 essays: copies of poems or short stories (of less than three pages)
- group 1, category 3 essays: excerpts from newspapers, advertisements and transcripts of speeches
- language acquisition, category 1 and 2: excerpts from newspapers, advertisements, transcripts of speeches, etc
- language acquisition, category 3: excerpts or copies of poems or short stories (less than 3 pages)

- an external mentor letter, where one has been used
- raw data or statistical tables for experimental sciences (this should not include any analysis or conclusions). You should not continually refer to material presented in an appendix as this may disrupt the continuity of the essay and examiners are not required to refer to them.

So – use appendices only when absolutely necessary!

What is a Bibliography?

A bibliography is an alphabetical list of every source used to research and write the essay. **The bibliography should list only those sources cited in footnotes/in-text citations** – in alphabetical order. (Sources that are not cited in the body of the essay, but were important in informing the approach taken, can be noted in an acknowledgment if absolutely necessary)

Remember that your bibliography should use the same citation style as you have already decided to use. Using MLA means that you will cite your sources and create your bibliography in that particular MLA way.

And - what about the word count? What counts as words - and what doesn't get counted?

 Included in the word count	 Not included in the word count
The introduction	The contents page
The main body	Maps, charts, diagrams, annotated illustrations
The conclusion	Tables
Quotations	Equations, formulas and calculations
Footnotes and/or endnotes that are not references	Citations/references (whether parenthetical, numbered, footnotes or endnotes)
	The bibliography
	<i>The Reflections on planning and progress form</i>

What will happen if I write more than 4,000 words?

The upper limit is 4,000 words for all extended essays.

Examiners are instructed not to read or assess any material in excess of the word limit. This means that essays containing more than 4,000 words will be compromised across all assessment criteria. Given the holistic nature of the assessment criteria, students who write in excess of the word limit will self-penalize across all criteria. For example, in criterion B, any knowledge and understanding demonstrated beyond the 4,000-word limit will be treated as if it were not present; in criterion C, analysis, discussion or evaluation made beyond the 4,000-word limit will be treated as if the point had not been made.

Supervisors and students should be aware that the e-upload of extended essays will facilitate the automatic recognition of a cut-off point for assessment. Students should ensure that they remain within the word limit and should edit accordingly.