

Formal Presentation of the Extended Essay

I. Format Guidelines

- A. Use a serif font (Times New Roman, Tahoma, and Georgia are examples) because it is more readable than san-serif.
- B. Text should be 12 point.
- C. Double space text (Exception: Follow the [academic honesty handbook](#) 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—either in running head (header) in top right corner or centered at bottom (footer).

You may not put your candidate number, personal code, nor your name in the header.

II. Parts of the Extended Essay

- A. Title page (Remember no names or other identification)
 - 1. Title centered in middle of page
 - 2. Date of Exams (May 202_)
 - 3. Category (subject area)
 - 4. Research Question
 - 5. Word Count
- C. Table of Contents
- D. Introduction
- E. Body of Paper
- F. Conclusion
- G. Works Cited

III. Points to Consider

- A. Have you followed the guidelines for your subject? Are you sure your research question is acceptable within the guidelines?
- B. Have you closely examined the **subject specific scoring rubric** to see if you have met the criteria for the maximum number of points?
- C. Have you followed the guidelines for writing an introduction? Have you adequately met the criteria?
- D. Have you supported your position with reputable research?
- E. Is the most salient feature of your essay your claim and how you support it? That is, have you clearly stated your research position and supported it by building a case based on your thoughts/perspective and then, secondarily, supported your claim with pertinent research.
- F. Do you have a strong finish—a strong conclusion? What are the implications for further development of the topic, for further research in this area?
- G. Does your works cited page include all of your in-text citations?