Formatting Your IB Extended Essay

The Final Draft

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

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 its 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.

Access the NIS APA guides located on the library website at:
http://share.nanjing-school.com/library/library-home-2/apa-guides/

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/