High Point Central High School

How to Format the Extended Essay

The extended essay is a formally written research paper. It should be written in a clear, correct and formal academic style, appropriate to the subject from which the topic is drawn. 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
- File size must not be more than 10 MB. (Note that the RPPF is up-loaded separately and is **not** part of the overall file size of the essay.) **Please submit as a Word document**.

MLA General Format: See OWL Purdue Online Writing Lab

Structure of the extended essay

The structure of the essay is very important. It helps students to organize the argument, making the best use of the evidence collected.

There are six required elements of the final work submitted. More details about each element provided in the "Presentation" section. Please note that the order in which these elements presented here is not the order in which they should be written.

Six required elements of the extended essay:

1. Title page
2. Contents page
3. Introduction
4. Body of the essay
5. Conclusion
6. **References and bibliography (MLA 8th Ed)**

Proofreading

The whole essay needs to be proof-read carefully by the student (computer spelling and grammar checkers are useful but will not do everything). They must **not** ask someone else to proofread their work as this is an important part of the learning experience.

Word counts

The upper limit is 4,000 words for all extended essays. Please note: Examiners are instructed not to read or assess any material in excess of the word limit. Essays containing more than 4,000 words will self-penalize across all assessment criteria

✔ 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
	The *Reflections on planning and progress form*

Referencing and citations

The IB does not specify what referencing/citation format you should use. Whichever system you choose, make sure that you follow it consistently. Check, too, that it meets the minimum requirements for acknowledging both written and electronic sources expected by the IB. See the IB publication:

[Effective Citing and Referencing :](#) Explains why citations are needed, what needs to be cited, when citations are necessary, and how to cite, and provides a list of citation definitions, a documentation checklist, and a chart showing the elements to be included in a reference. Use the navigation on the left side.

Each resource on your works cited page must be referred to in your EE body with at least one in-text citation – either a direct quote, paraphrase or summary.

Purdue OWL is an excellent resource for proper formatting of [MLA citations](#), as well as other components of your essay. [OWL: Quoting, Paraphrasing, and Summarizing](#)

ISU Resource: MLA Signal Phrases introduce paraphrases, summaries and quotes. Here is a helpful list of MLA style signal phrases from [Idaho State University](#). Chose the verb that reflects the tone, attitude and position of the source.