

Access this document for quick reference in completing your EE.

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***samples are found as separate files on the “IB Seniors- 2019” page of the IB website.*

Page 1

Putting the essay together- Presentation: *(More detailed explanation is found in your guide- pages WR1-10)*

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 to be submitted. Please note that the order in which these elements are presented here is not necessarily 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

How to structure the Title page:

The title page should include **only** the following information: (see sample title page)

1. The title of the essay- 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
2. The research question
3. 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)
4. Word count.

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.

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Contents page: (see sample contents page)

A contents page must be provided at the beginning of the extended essay and all pages should be numbered. Please note that an index page is not required and if included will be treated as if it is not present.

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. **Your research question must be stated in your introduction.**

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.

References and Bibliography:

IB does not care which citation style you use, however, **you MUST be consistent.** Ask your advisor which style they recommend or choose the style you want to use. You should use your chosen style of academic referencing as soon as you start writing. That way you are less likely to forget to include a citation. It is also easier than trying to add references at a later stage.

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.

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.**

Please refer to the following guidance on what content should be included in the word count:

Included in the word count

The introduction

The main body

The conclusion

Quotations

Footnotes and/or endnotes that are not references:

*Footnotes and endnotes may be used for referencing purposes and if this is the case 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. In order to avoid confusion and unwittingly exceed the word limit, students are advised to avoid using footnotes or endnotes other than for referencing purposes unless it is appropriate.*

Not included in the word count

The contents page

Maps, charts, diagrams, annotated illustrations

Tables

Equations, formulas and calculations

Citations/references (whether parenthetical, numbered, footnotes or endnotes)

The Bibliography

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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.

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. Students should be advised to use illustrations with caution as 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.

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.

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.

Appendices:

Appendices are not an essential part of the extended essay and examiners will not read them, or use any information contained within them, in the assessment of the essay. Students must take care 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).

Students 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.

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Reliance on external resources:

Irrespective of the subject, the extended essay should be a complete piece of independent research, modelled on an academic journal/research paper, which can exist and be understood on its own, without the need to access external links, such as hyperlinks, or accompanying material such as DVDs.

Examiners will not access any material contained in an external source when assessing an essay. Material that is pertinent to the argument being made must be contained in the essay itself to be considered by examiners in their assessment of it.

As with appendices, if information central to the argument is included in the external link, it is treated as though the point has not been made and as such could affect different criteria, for example, criterion C (critical thinking), depending on the quality of the other analyses.

Specimen materials:

Specimen materials used in, or produced by, investigations do not form part of the extended essay and must **not** be submitted. Photographic evidence may be submitted in place of such material.

Bibliography:

A bibliography is an alphabetical list of every source used to research and write the essay. Sources that are not cited in the body of the essay but were important in informing the approach taken should be cited in the introduction or in an acknowledgment. The bibliography **must** list only those sources cited.

Reminders:

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
- the file size must not be more than 10 MB. (Note that the RPPF is uploaded separately and is **not** part of the overall file size of the essay.)

Submitting the extended essay in the required format will help set the tone of the essay and will aid readability for on-screen assessment by examiners.

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The RPPF: Reflections on planning and progress form (see completed samples)

Student reflections should be on PROCESS, not content. It should not be a narrative of what was discussed at the meetings with your supervisor, but on the process you are undertaking in writing the EE. **The maximum word count for all 3 reflections is 500 words.**

You are responsible for completing your RPPF and submitting it to me electronically. I will add in your supervisor's comments and supervisor initials. I will also upload your RPPF to IBIS.

Your computer must have Adobe in order to save your completed RPPF. Download an electronic copy of the form found on the EE page on the IB website. Once you have downloaded the form, **make sure to save it before you type on it**, or what you type will not be saved.

First reflection session: You have all completed this already. You submitted your reflection to me on the google form last Spring. You will need to copy and paste your reflection and date into the form. *Remember, I will take care of supervisor initials.*

Interim reflection: This reflection session will take place sometime after you submit your final rough draft on August 20th, but before you submit your final draft on Oct. 8th. You will need to fill in the Interim reflection box on the RPPF form as well as fill in the date.

Final reflection/Viva Voce: This final reflection will take place after you have submitted your final EE, and your supervisor has read it. The purpose of this final reflection is for you to consider your final product and the process undertaken. It is also an opportunity for your supervisor to authenticate your work. You will need to fill in the Final reflection box on the RPPF form as well as fill in the date.

Once you have completed your form, you will print it out and give me one hard copy and send me an electronic copy. The timely completion of this form is a requirement of the EE. You will not be able to submit your EE unless this form is completed and uploaded.

When I get your completed form, I will fill in the final box- Supervisor comments and upload your RPPF to IBIS.

Assessment Criterion checklist:

The table below is designed to help you think about the assessment criteria and whether you have addressed the expectations within your essay. You do not need to address all of the questions posed, but they do provide some guidance in terms of what to consider. Make sure to consult this list before submitting your final EE.

Criterion	Unpacking the criteria
A: Focus and method	This criterion focuses on the topic, the research question and the methodology. It assesses the explanation of the focus of the research (this includes the topic and the research question), how the research will be undertaken, and how the focus is maintained throughout the essay. • Does this essay meet the requirements for the subject for which you are registering it? • Is your research question stated as a question? • Have you explained how your research question relates to the subject that you selected for the extended essay? • Have you given an insight into why your area of study is important? • Is your research question feasible within the scope of the task? Could your research question be “answered” or it is too vague? • Did you refer to your research question throughout the essay (not only in the introduction and conclusion)? • Did you explain why you selected your methodology? • Are there other possible methods that could be used or applied to answer your research question? How might this change the direction of your research? • If you stated a particular methodology in the introduction of your essay, or specific sources, have you used them? • Are there any references listed in the bibliography that were not directly cited in the text?
B: Knowledge and understanding	This criterion assesses the extent to which the research relates to the subject area/discipline used to explore the research question; or in the case of the world studies extended essay, the issue addressed and the two disciplinary perspectives applied; and additionally, the way in which this knowledge and understanding is demonstrated through the use of appropriate terminology and concepts. • Have you explained how your research question relates to a specific subject you selected for the extended essay? • Have you used relevant terminology and concepts throughout your essay as they relate to your particular area of research? • Is it clear that the sources you are using are relevant and appropriate to your research question? • Do you have a range of sources, or have you only relied on one particular type, for example internet sources?

	• Is there a reason why you might not have a range? Is this justified?
C: Critical thinking	This criterion assesses the extent to which critical thinking skills have been used to analyse and evaluate the research undertaken. • Have you made links between your results and data collected and your research question? • If you included data or information that is not directly related to your research question have you explained its importance? • Are your conclusions supported by your data? • If you found unexpected information or data have you discussed its importance? • Have you provided a critical evaluation of the methods you selected? • Have you considered the reliability of your sources (peer-reviewed journals, internet, and so on)? • Have you mentioned and evaluated the significance of possible errors that may have occurred in your research? • Are all your suggestions of errors or improvements relevant? • Have you evaluated your research question? • Have you compared your results or findings with any other sources? • Is there an argument that is clear and easy to follow and directly linked to answering your research question, and which is supported by evidence?
D: Presentation	This criterion assesses the extent to which the presentation follows the standard format expected for academic writing and the extent to which this aids effective communication. • Have you read and understood the presentation requirements of the extended essay? • Have you chosen a font that will be easy for examiners to read on-screen? • Is your essay double-spaced and size 12 font? • Are the title and research question mentioned on the cover page? • Are all pages numbered? • Have you prepared a correct table of contents? • Do the page numbers in the table of contents match the page numbers in the text? • Is your essay subdivided into correct sub-sections, if this is applicable to the subject? • Are all figures and tables properly numbered and labelled? • Does your bibliography contain only the sources cited in the text? • Did you use the same reference system throughout the essay? • Does the essay have less than 4,000 words? • Is all the material presented in the appendices relevant and necessary? • Have you proofread the text for spelling or grammar errors?
E: Engagement	This criterion assesses the student's engagement with their research focus and the research process. It will be applied by the examiner at the end of the assessment of the essay, after considering the student's RPPF. • Have you demonstrated your engagement with your research topic and the research process?

	• Have you highlighted challenges you faced and how you overcame them? • Will the examiner get a sense of your intellectual and skills development? • Will the examiner get a sense of your creativity and intellectual initiative? • Will the examiner get a sense of how you responded to actions and ideas in the research process?
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Final Reminders:

The extended essay is a requirement for all students taking the Diploma Program.

A student must achieve a D grade or higher on the EE to be awarded the Diploma.

The extended essay is externally assessed and, in combination with the grade for theory of knowledge, contributes up to three points to the total score for the IB Diploma.

