**Formal Presentation**

**of the Extended Essay**

**First Ten Pages**

**Use these guidelines for the first ten pages of your Extended Essay. Your conference score will be based in part on how adequately you follow these guidelines.**

**I. Format Guidelines**

A. Use a serif font (Times New Roman or Tahoma are examples) because it is

more readable than san-serif.

B. Text should be 12 point.

C. Double space text

D. Follow ***MLA Style Manual*** for specific directions on long quotations, tables

and charts, and bibliographic citations***. Exception: Psychology students***

***should use APA.***

E. Indent paragraphs.

F. Use appropriate margins on all sides (1” on all sides is acceptable).

G. Use consistent pagination throughout—a running head (header) in top right

corner.

**Put your last name in the header until your candidate number is**

**assigned** (e.g.,Jones 1). Put 1-2 spaces between last name and page

number.

**II. Parts of the Extended Essay (Proper Order of Pages)**

A. Title page

1. Title centered in middle of page

2. Student name

3. Candidate number

4. Date of IB Exams **Lower Left Corner**

5. Category **of Title Page**

6. Advisor’s Name (Dr., Ms., Mr. + last name)

7. Word Count

8. Example:

**Mary Smith**

**000845-045 (assigned senior year)**

**May 2013**

**History**

**Supervisor’s Name**

**Word Count: 3895**

B. Table of Contents

C. Introduction

D. Body of Paper+ (depending on length of sections)

E. Works Cited in proper formatting for MLA or APA

**\*\*Highlight any parts of your paper that are your OWN analysis. This will include only things that you have written that represent your own thoughts or connections.**

I. Submitting the first ten pages– You Must:

**a. Upload your first ten pages to Managebac and Turnitin by 7:30 am on Monday, Aug. 29!**

**b. NO hard copy is required**

*Points to Consider*

1. Have you followed the guidelines for your subject? Are you sure your research question is acceptable within the guidelines?
2. Have you used your introduction to establish a context for your paper? Have you followed the guidelines for writing an introduction? Does your introduction include you RQ *exactly* as it is stated on your title page? Your introduction should be approximately 1 ½ to 2 pages long.
3. Are your sources reputable, academic and current? You must have a minimum of eight sources for your first ten pages.
4. Does the beginning of your paper follow clearly from your introduction AND does it set you up for the next section of your paper?
5. Does your works cited page include only references for your in-text citations?
6. Have you critically analyzed your evidence?
7. Have you provided sufficient academic context for your research and placed your own discussion within the current academic “conversation” on the topic?