**Formal Presentation**

**of the Extended Essay**

**(Rough Draft and Final Draft)**

**Use these guidelines for your rough draft and final draft. 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.

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.

1. Use high quality, bright white paper (final paper).

**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. Abstract (with word count at left-hand bottom of page)

C. Table of Contents

D. Introduction

E. Body of Paper

F. Conclusion

G. Works Cited

**\*\*Remove yellow highlighting before submitting the rough draft.**

I. Submitting the Rough Draft– You Must:

**a. Upload your rough draft to Managebac and Turnitin by 7:30am on Friday, September 23rd!**

1. Submitting the Final Draft—You Must:
   1. **Make TWO hard copies of your paper (no Managebac submission)**
   2. **Turn in those two hard copies to Dr. Sylvester by 7:30 am on Fri., October 28th)**

*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 closely examined the scoring rubric to see if you meet the criteria for the maximum number of points on each area?
3. Have you followed the guidelines for writing an introduction? Have you adequately met the criteria?
4. Have you supported your position with reputable research?
5. 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?
6. 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?
7. Does your works cited page include only references for your in-text citations?