

## **IB EXTENDED ESSAY FORMAT / FORMAL PRESENTATION GUIDELINES**

The following are some basic guidelines to achieving the highest possible score on your extended essay. As the official rubric offers, the formal presentation criterion:

**Assesses the extent to which the layout, organization, appearance and formal elements of the essay consistently follow a standard format. The formal elements are: title page, table of contents, page numbers, illustrative material, quotations, documentation (including references, citations and bibliography) and appendices (if used).**

Formal presentation counts for a total of four (4) possible points. This could add or detract up to 11% from your final score ... meaning the difference between a full letter grade. Formal presentation is also one of the easiest areas to max out your points.

Here is what you need:

- Times New Roman font, 12-point.
- Standard margins and letter spacing.
- Double spaced lines except when utilizing block quotes.
- Tabs are 5 spaces. Double-tabs for block quotes are 10 spaces.
- Pages numbers on all content pages.
- Page breaks between major sections.
- A title page consisting of a centered title (see guide for title development), author name (you), IB candidate number, school name, session (May 2011), and finally word count.
- Your abstract should be on its own page and follow the proper guidelines. Please post a word count at the bottom of your abstract.
- Your table of contents should list separate sections for introduction, major body sections, conclusion, works cited, appendices.
- Section headings in your paper should be set apart (spatially and visually) from related content. Use either bold or underline. Double space between heading and content.
- Do not have extra line spaces in your paper. Double space only except for block quotes.
- Make sure your quotes are cited properly.
- Make sure all ideas and content is cited properly.
- You must cite.

**This is only a start. I reserve the right to add more requirements. Please refer to your appropriate style guide for more info.**

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