**Final EE Presentation**

Please carefully follow the points below to ensure that your EE is in the correct format to be submitted for marking to the IBO.

* 12-point, readable font
* double spaced
* pages numbered
* no candidate, supervisor, or school name on the title page, page headers, appendices or acknowledgment pages
* Title page which includes:
  + 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)
  + the research question
  + the subject for which the essay is registered (if it is a language essay also state which category it falls into)
  + word count – see note below about what should be included in the word count and what can be excluded
* Contents page
* Bibliography in the correct format
* convert to a pdf document and check the whole document to see if it converted correctly (sometimes track changes displays!)
* use the following file name – your name\_final\_EE
* upload your pdf to the final EE deadline on ManageBac

A note about word count, adapted from <https://ibpublishing.ibo.org/extendedessay/apps/dpapp/guide.html?doc=d_0_eeyyy_gui_1602_1_e&part=5&chapter=6&section=2>

Word counts

The upper limit is 4,000 words for all extended essays. Students should ensure that they remain within the word limit and should edit accordingly.

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.

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

|  |  |
| --- | --- |
| **Included in the word count** | **Not included in the word count** |
| The introduction  The main body  The conclusion  Quotations  Footnotes and/or endnotes that are not references | The contents page  Maps, charts, diagrams, annotated illustrations  Tables  Equations, formulas and calculations  Citations/references (whether parenthetical, numbered, footnotes or endnotes)  The bibliography  The Reflections on planning and progress form  Headers |