



# **Extended Essay Formatting**

**Grade 12 Cohort – Last Updated August 2025**



# **What we'll cover today**

- **Your Title Page**
- **Your Table of Contents**
- **Your pagination**
- **What form of citation you'll use**
- **Your font/spacing/etc.**
- **When/how you'll submit the E.E.**
- **Your panicked questions.**

# So, what's the big deal?

It is very important that all Extended Essays use the same format when it comes to Title Pages, Table of Contents, Pagination and Citation.

Failing to do so can lead to the loss of marks under **Criterion D**.

Of the 34 marks, **4 are earmarked for formal presentation**. Those should be easy marks....

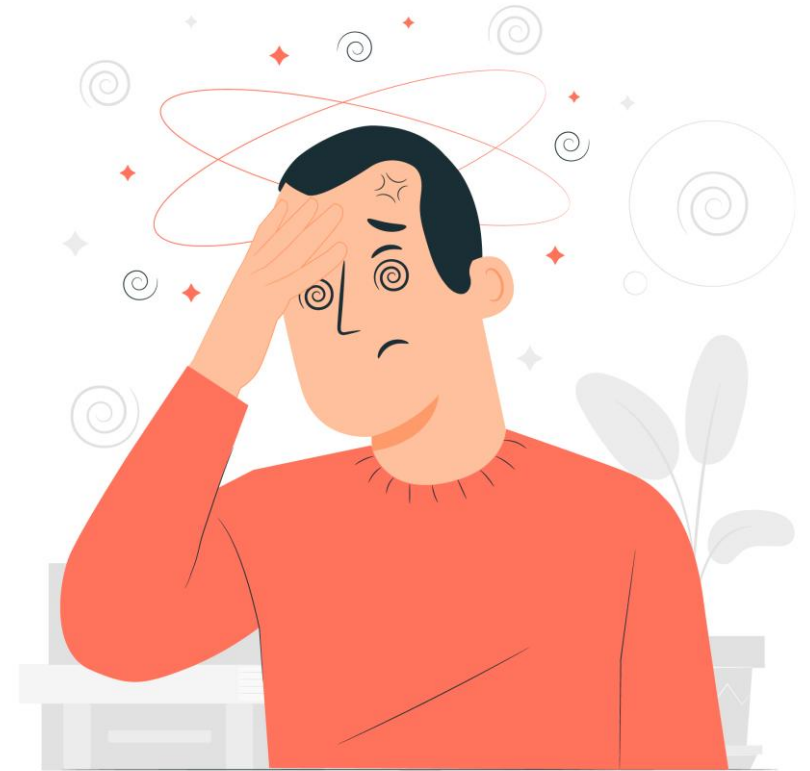
# ***I found a great template on blahblahlamanexpert.com though***

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Any examples you find online are likely to be counter-productive, as it is **imperative**, crucial even, that you follow **the Laurier model** for your Extended Essay format.

Also remember that those online examples will probably be from **an outdated version of the E.E.**

The amount of times we see students using older student guides from other schools like Colonel Bye in Ottawa.....  
Oof.





# The Title Page

The title page should include **only** the following information:

- the title of the essay
- the research question
- the subject for which the essay is registered including Sub-Category for English/French
- word count

**Font sizes here are illustrative, for the actual title page  
you will use Calibri, Size 12**

Title of Essay

Research Question  
Subject of Submission  
Word Count

Bored To Death

“How does Ellis use boredom to humanize  
Patrick Bateman in *American Psycho*?”  
English A : Category 1  
3418 words

# Is my title the Research Question?

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No. Nein. Niet. Non.

This comes *straight from the I.B.*

- 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**.





# More on your title

- You don't have to be super-creative with it or pithy. Just declare in a well-structured sentence, what the essay proved/found.
- Tempting as it may be, try not to use puns or wordplay.
- Remember, it can't just be your R.Q.

# What's in a name?

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I know what you're thinking. I spend all this time on the E.E., why isn't my name on it?

Well friends, it's because you're **marked anonymously**, so there can be no identifier on the title.

Fret not. You'll know you wrote it. And so will I.



# The Table of Contents

Right after your Title Page, comes the T.O.C.

It shows exactly what is “in” your E.E., there is a “Laurier Specific” way of doing this, so it is **really important** you do it properly.

The names of each section should be chosen with care.



# Your Table of Contents should look like this.

**Using Calibri, Size 12**

Table of Contents	
Essay Title: Matching the Title Page	
Research Question: Matching the Title Page	
Introduction.....	3-4
Name of Section 1.....	4-7
Name of Section 2.....	8-10
Name of Section 3.....	11-14
Name of Section 4.....	15-18
Conclusion.....	19-20
Bibliography/Works Cited/References.	21-22
Total Word Count.....	3781

# Pagination

- Your Title Page and Table of Contents are **unnumbered** and **don't count** toward page numbers.
- The Extended Essay itself uses Arabic Numerals, starting with Page 1.



# Subject Specific Guidance

Each subject area has its own set of rules and conventions.

Each subject has a guidance feature on the IB website shared with you before.

For Criterion D, you'll want to consult "Interpreting the EE assessment criteria"



HERE  
TO  
HELP

# Subject Specific Guidance

It is very important that you all look at the subject specific guidance page.

The link you want is found [here](#)

There, you will receive information that covers D (as well as the other criteria) and what the I.B. examiners are looking for.



HERE  
TO  
HELP

# Font

At Laurier, we're using **Calibri** as the font for writing the Essay.

Font Size is to be **12** for all paragraphs and titles.

If using Chicago, your **footnotes** would be size 10

In terms of captions or other information in a chart, graph or other visual aid, look to the **conventions of your subject area by asking your mentor.**





# Spacing

The I.B. is quite clear on this one.

**Your essay is to be double spaced.**

Not 1.5 spaced.



# File Size

File Size is actually an important deal here as your Extended Essay **file cannot exceed 10MB.**

That doesn't seem like a lot, but if you have graphs, images or other special formatting, that limit can be exceeded.

Do what you need to do to ensure your essay is less than 10MB.

# Citation Styles

You should all be perfectly aware of this by now.... But there are 3 schools of citation.

**Chicago**

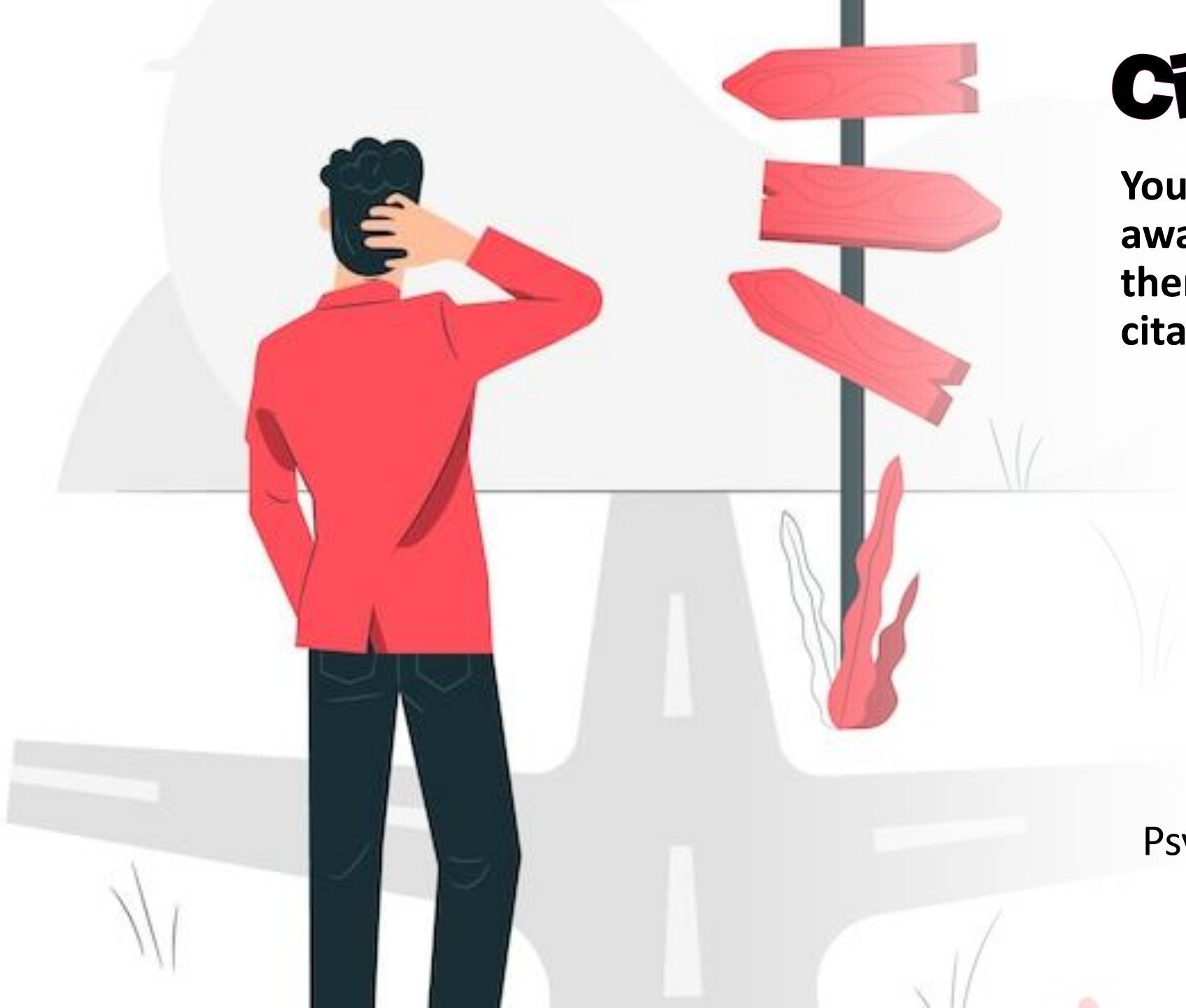
Economics & History

**MLA**

English, French

**APA**

Psychology, Sciences, Math



# Citation Styles

At this point in your academic careers, you have received instruction on proper citation methods.

If you have questions about citation or are unsure, consult with **Library Staff**, your **mentor** or the **Extended Essay Coordinator** **well in advance** of the deadline.

Citation generators do more harm than good in this field

If in doubt, consult with OWL @ Purdue



# File Submission

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You must submit your paper to Managebac on **September 29<sup>th</sup> at 9am.**

Please use the dropbox found in the Calendar and do not submit more than one file! Multiple submissions cause very serious problems.

Please also share the Googledoc Editing link with your Mentor and submit that link in your Extended Essay worksheet in Managebac.

You should also email your mentor to let them know it is submitted.

