

FINAL DRAFT FORMATTING

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HOW IT SHOULD LOOK

Word Count: 3000-4000 (min-max)

Title Page

Table of Contents

Introduction Section

Body Sections Divided and Labeled by Topics

Conclusion Section

In-Text Citations: Parenthetical Citations (APA, MLA) or Footnotes (Chicago)

Source Citation Page (Works Cited, References, Bibliography)

Appendices (if applicable)

TITLE PAGE

Title

Research Question

Subject

Word Count

Center and use size 12 font

WHAT DOES NOT GO ON THE TITLE PAGE

- your **name**
- the **school's name**
- your **IB candidate number**
- any identifying pieces of information (on the title page, or any other section of the essay, such as headers or footers)

TABLE OF CONTENTS FORMAT

Extended essays **MUST** contain a Table of Contents

- * placed **after** the cover page and before the introduction.

- *The page numbers of the sections in the body of the paper much match those in the Table of Contents.

Table of Contents

1. Introduction.....	2
2. Sources and Methodology.....	4
3. Investigation.....	6
a. The Tumultuous Planning and Lack of Foresight.....	6
b. Issues with Internal Politics and Government Officials.....	10
c. The Unhappiness of the People.....	14
d. Natural Disasters as a Cause.....	17
4. Conclusion.....	18
5. Works Cited.....	20

THINGS TO AVOID IN TOC

1. Do Not Say “Body Section”

* sections need actual titles- label by topic of the section

2. Use numbers not letters

PAPER BASICS

Body:

1. Use numbers or Roman Numerals [match the table of contents] for section titles
2. All subheading should be formatted the same i.e.. Size, font, bold, underline
3. Indent new paragraphs
4. So NOT leave extra spacing between paragraphs
5. DO NOT have huge word walls, sections can have multiple paragraphs!

I. Introduction

_____Queen Elizabeth I was arguably one of the most influential queens in European history.

Being the youngest daughter of King Henry VIII, Elizabeth did not have many people in her favor and it was not expected for her to ever rule because she was third in the line of succession.

II. Social Policies and the people around Elizabeth

Queen Elizabeth I decisions on social policies and her interactions with people had quite a big influence on her reign over England. Queen Elizabeth I was often coined the “Virgin Queen” because of her decision to not marry and remain a virgin for the entirety of her life. The