How to format the extended essay

Your extended essay is a formally written research paper and you should strive to present it as professionally as you can.

Font and spacing

It is strongly recommended that you use a readable 12-point font and double spacing. This will also help your examiners read and assess your essay on-screen.

Referencing/citation

The IB does not specify what referencing/citation format you should use. Whichever system you choose, make sure that you follow it consistently. Check, too, that it meets the minimum requirements for acknowledging both written and electronic sources expected by the IB. See the IB publication, *Effective citing and referencing*.

Submitting a paper in the recommended format will set a serious tone. Take a look at the example text below formatted in two drastically different fonts. Notice the difference in tone and mood—which format would be easier for the examiner to read, assess and comment on?

Example A (12 point, Arial, double-spaced)

```
The revenue received by the government will increase with the increasing prices if there is no significant change in demand. As it does not, the revenue will rise but not at a steady pace. The sales of used cars will increase the scope of the revenue of the government, as its demand will rise as a result of the rise in COE prices of relatively new cars. However, its full impact cannot be determined as its supply fluctuates in different time periods as the government predefines the number of quotas released every six months in a year.
```
Example B (9 point, Comic Sans, single-spaced)

The revenue received by the government will increase with the increasing prices if there is no significant change in demand. As it does not, the revenue will rise but not at a steady pace. The sales of used cars will increase the scope of the revenue of the government, as its demand will rise as a result of the rise in COE prices of relatively new cars. However, its full impact cannot be determined as its supply fluctuates in different time periods as the government predefines the number of quotas released every six months in a year.