Title page
- **Title** (check *Developing a line of inquiry* tab for difference between Title and Research question)
- **Research Question**
- **Subject** (if language, also category; if world studies, also theme and both subjects)
- **Word count** (including footnotes if used for anything other than referencing. In this case state “includes explanatory footnotes”)
- **DO NOT put your name, your candidate number, your supervisor’s name or the name of the school anywhere in the essay, including on the Title page.**

(Acknowledgements - optional)
*Use this section to acknowledge any sources you have used and want to put in your bibliography but haven’t directly cited in your essay. You may also want to thank people who have helped you, but if this might identify you then do this by job title or relationship to you rather than by name (e.g. “my supervisor”, “my parents”). This section is not included in the word count."

Contents page
*Use styles in Word to generate this automatically. This is covered in the IT sessions.*

**Write this last!**
Informs reader what to expect.
Includes:
- research question, focus scope of the research,
- indication of sources used, line of argument.

**Introduction**

‘Body’ (give it a title!)
- Research
- Analysis
- Discussion
- Evaluation

**Conclusion**

Bibliography
*It is recommended that you auto-generate this in Word. Our school ‘house style’ is APA sixth edition, but the IB requires some small variations on this that are not covered by any widely recognised style (specifically for websites and interviews). Details in the Citing and Referencing Guide. You may only put sources you have directly referred to in your essay into your bibliography.*

(Appendices - optional)
*You may not need an Appendix. Examiners will not read these and they won’t affect your mark, so don’t put anything vital in here. For some subjects you are required to use appendices for things like raw data that you analyse in your essay, questionnaires and interviews or excerpts of poems or short stories (see guide), but in all other cases they should be avoided. The IB say you should not “continually refer to material presented in an appendix as this may disrupt the continuity of the essay” (EE Guide 2020, p.85)*