



Mission Viejo High School
Home of the Diablos



IB World School

Every IB Diploma candidate must submit an extended essay. This is a 3,500-4,000 word piece of research on a topic you care about or find interesting. It will acquaint you with independent research and writing skills used at your future university or college. You are expected to spend approximately 40 hours in total on the extended essay. On the basis of your extended essay, in conjunction with TOK, you will be awarded a possible maximum of three bonus points which count towards your final diploma score. You will find a matrix that explains this in the IB Extended Essay Guide. The required elements of the final work to be submitted are listed here.

- Title page
- Abstract
- Contents page
- Introduction
- Body (development/methods/results)
- Conclusion
- References and bibliography
- Appendices

Your extended essay is marked externally against a formal assessment criteria or rubric. There is one set of criteria for all Extended Essays, but the criteria are judged by experts in each subject area. To help you with this essay, you will need to have a teacher advisor from the appropriate subject area. The advisor will be responsible for providing you with assistance and direction. You should be aware that teachers supervise a maximum of three extended essays and hence, in certain subjects, you may find that your supervisor is not your first choice. MVHS students may check materials out from the UCI library. Please see Mr. Krucli for the required paperwork.

You are recommended to pick a subject that you are studying, though this is not required. You will be required to meet with your advisor multiple times as you draft and revise the extended essay. You may meet either at tutorial or at the advisor's convenience, but remember that it is your responsibility to arrange meeting times and submit essay drafts for feedback. Before you turn in your final draft, you will perform a formal interview, called a Viva Voce, with your advisor. You will be required to upload your extended essays on IBIS if you are a full diploma candidate.

Both you and the IB coordinator or supervisor will verify the authenticity of the work and submit it for assessment.

Per the IB handbook:

The extended essay should be written in a clear, correct and formal academic style, appropriate to the subject from which the topic is drawn.

The length of the extended essay

The upper limit is 4,000 words for all extended essays. This upper limit includes the introduction, the body, the conclusion and any quotations, but does **not** include:

- the abstract
- acknowledgments
- the contents page
- maps, charts, diagrams, annotated illustrations and tables
- equations, formulas and calculations
- citations/references (whether parenthetical or numbered)
- footnotes or endnotes
- the bibliography
- appendices.

Essays containing more than 4,000 words are subject to penalties and examiners are not required to read material in excess of the word limit.

Format:

The extended essay must be submitted in the style of an academic journal. No external links or videos may be included. For IB students, the final uploaded draft must follow the format below

- The candidate name or number should not appear on any of the pages of the extended essay including the title page.
- use Arial font
- use font size 12
- double-spaced
- numbered pages.

The extended essay should be saved as an acceptable file type:

- DOC
 - DOCX
 - PDF
 - RTF
-
- The extended essay should be saved in an acceptable file size of no more than 10MB, which still allows for high- quality images.

- All diagrams, maps and tables, must be digitally produced where possible to prevent excessive file sizes when included as part of the essay.

Title

The title should provide a clear indication of the focus of the essay. It should be precise and not necessarily phrased in the form of a question.

Abstract

An abstract not exceeding 300 words must be included with the essay submitted. It does not serve as an introduction, but **presents an overview of the extended essay, and should, therefore, be written last.**

The inclusion of an abstract is intended to encourage students to examine closely the development of an argument within the extended essay and the pertinence of any conclusions that are reached. It is also designed to allow readers to understand quickly the contents of the extended essay.

The minimum requirements for the abstract are for it to state clearly:

- the research question being investigated
- the scope of the investigation
- the conclusion(s) of the extended essay.

The abstract should be placed immediately after the title page.

Contents page

A contents page must be provided at the beginning of the extended essay and all pages should be numbered. An index is not required.

Illustrations

Presentation and overall neatness are important, and it is essential that illustrative material, if included, is well set out and used effectively. Graphs, diagrams, tables and maps are effective only if they are clearly labeled and can be interpreted with ease. All such material that is incorporated into the extended essay must be directly related to the text and acknowledged where appropriate. The use of photographs and other images is acceptable only if they are captioned and/or annotated and are used to illustrate a specific point made in the extended essay.

Bibliographies, references and citations

An extended essay must reflect intellectual honesty in research practices and provide the reader with the **exact** sources of quotations, ideas and points of view through accurate bibliographies and referencing. Producing accurate citations, referencing and a bibliography is a skill that students should be seeking to perfect. Documenting the research in this way is vital: it allows readers to evaluate the evidence for themselves and it shows the student's understanding of the importance of the sources used.

Failure to comply with this requirement will be viewed as plagiarism and will, therefore, be treated as a case of malpractice.

What is a bibliography?

A bibliography is an alphabetical list of every source used to research and write the essay. Sources that are not cited in the body of the essay, but were important in informing the approach taken, should be cited in the introduction or in an acknowledgment. The bibliography should list only those sources cited.

There are a number of different documentation styles available for use when writing research papers; most are appropriate in some academic disciplines but not others. The supervisor should help the student decide on a style for the particular subject of the essay. It is important to remember that, whatever style is chosen, it must be applied consistently. When choosing the documentation style, the student needs to have a clear understanding of how it is to be used before embarking on the research task. The documentation style should be applied in both the final draft of the essay and in the initial research stages of taking notes. This is good practice, not only for producing a high-quality final product, but also for reducing the opportunities and temptation to plagiarize.

Major documentation styles

The following are examples of acceptable documentation styles.

- American Psychological Association (APA)
- Chicago/Turabian
- Council of Biology Editors (CBE)
- Modern Language Association (MLA)

What is a reference?

A reference is a way of indicating to the reader, in an orderly form, where information has been obtained. A reference provides all the information needed to find the source material. References must be cited because they acknowledge the sources used, and enable the reader to consult the work and verify the data that has been presented.

References must be given whenever someone else's work is quoted or summarized. References can come from many different sources, including books, magazines, journals, newspapers, e-mails, Internet sites and interviews.

Internet references should include the title of the extract used as well as the web site address, the date it was accessed and, if possible, the author. Caution should be exercised with information on web sites that do not give references or that cannot be cross-checked against other sources. The more important a particular point is to the essay, the more the quality of its source needs to be evaluated.

Any references to interviews should state the name of the interviewer, the name of the interviewee, the date and the place of the interview.

What is a citation?

A citation is a shorthand method of making a reference in the body of an essay, which is then linked to the full reference at the end of the essay. A citation provides the reader with accurate references so that he or she can locate the source easily. How sources are cited varies with the particular documentation style that has been chosen. Page numbers should normally be given when referencing printed material: in some styles this will be in the citation, in others in the full reference. Once again, it is important to emphasize that there must be consistency of method when citing sources.

Appendices, footnotes and endnotes

Appendices, footnotes and endnotes are not an essential section of the extended essay and examiners are not required to read them, so care should be taken to include all information of direct relevance to the analysis and argument in the main body of the essay. An essay that attempts to evade the word limit by including important material in notes or appendices risks losing marks under several criteria.

Unless considered essential, complete lists of raw data should not be included in the extended essay.

Students should not constantly refer to material presented in an appendix as this may disrupt the continuity of the essay.

Extended Essay Calendar:

September 2016: EE Overview, Subject selection, and development of inquiry question

October 2016: Development of Inquiry Question, Advisor Selection, and Research

November 2016: Develop and Revise 1st 10 pages of essay, advisor meetings

December 2016: Complete draft of essay, complete abstract, continue to revise with advisor

January/February 2017: Complete final draft of essay, conduct Viva Voce with Advisor, submit final draft for IB upload/evaluation

Extended Essay Subject Areas

- | | |
|---|--|
| 1. English Literature | 16. Information Technology in a Global Society |
| 2. Foreign Language and Linguistics | 17. Mathematics |
| 3. Biology | 18. Music |
| 4. Business and Management | 19. Peace and Conflict Studies |
| 5. Chemistry | 20. Philosophy |
| 6. Classical Greek and Latin | 21. Physics |
| 7. Computer Science | 22. Politics |
| 8. Dance | 23. Psychology |
| 9. Design Technology | 24. Social and Cultural Anthropology |
| 10. Economics | 25. Theatre |
| 11. Environmental Systems and Societies | 26. Visual Arts |
| 12. Film | 27. World Studies |
| 13. Geography | |
| 14. History | |
| 15. Human Rights | |

****IB Students may only choose a subject area they are enrolled in, or have a great amount of background in (i.e. dance, college level study of film, etc).**

Terminology

Primary Source – a writer or researcher communicating directly with you through their books, interviews, research papers, etc.

Secondary Source – reports by a writer about research or results that comes from others

b. Criteria for an Effective Extended Essay Research Question

- The research question is clearly and precisely stated
- The research question appears early in the essay
- The research question is sharply focused
- The question demands evaluation and requires reasoned judgment
- The question is worded so as to limit the background knowledge required to adequately and meaningfully address the question and allows for effective treatment in the 4,000 word limit
- The question is personally meaningful to students
- The question is clearly connected to an academic discipline recognized in the extended essay guide
- The question promotes open-ended systematic investigation
- The research question lends itself to a research protocol which is utilized by experts in the discipline to consolidate and extend knowledge

Tips on Note Taking

- Keep track of all sources by writing the author, title, publication information, journal name, etc. of the source before adding your notes on that source.
- Distinguish between author's facts and his/her opinions.
- Distinguish between direct quotation and a summary of the writer's material.
- Distinguish between what you take from the source and comments that you make on your own.
- You do not need to read everything, but never read anything without writing something.

The diploma points matrix

		Theory of knowledge					
		Excellent A	Good B	Satisfactory C	Mediocre D	Elementary E	Not submitted
Extended essay	Excellent A	3	3	2	2	1 + Failing condition*	N
	Good B	3	2	1	1	Failing condition*	N
	Satisfactory C	2	1	1	0	Failing condition*	N
	Mediocre D	2	1	0	0	Failing condition*	N
	Elementary E	1 + Failing condition*	Failing condition*	Failing condition*	Failing condition*	Failing condition*	N
	Not submitted	N	N	N	N	N	N

A student who, for example, writes a **good** extended essay and whose performance in theory of knowledge is judged to be **satisfactory** will be awarded 1 point, while a student who writes a **mediocre** extended essay and whose performance in theory of knowledge is judged to be **excellent** will be awarded 2 points.

A student who fails to submit an extended essay will be awarded N for the extended essay, will score no points, and will not be awarded a diploma.

Performance in both the extended essay and theory of knowledge of an **elementary** standard is a failing condition for the award of the diploma.

* For IB Full Diploma Candidates: 28 points overall will be required to be eligible for the diploma if a student attains an "E" grade in either the extended essay or theory of knowledge. As previously, a grade "A" in one of the requirements earns an extra point even

if the other is a grade “E”. Attaining a grade “E” in both the extended essay and theory of knowledge continues to represent an automatic failure.

Plagiarism

- ❖ Plagiarism will result in a Zero for the assignment and a failed diploma.
- ❖ If your supervisor discovers evidence of plagiarism the essay will not be submitted for assessment. The essay will be given a mark of N which is a failing condition of the IB diploma.
- ❖ If the examiner discovers evidence of plagiarism the essay will be given a mark of N which is a failing condition of the IB diploma.

Definition: Plagiarism is using others’ ideas and words without clearly acknowledging the source of that information.

The following is from *Writing Tutorial Services, Indiana University, Bloomington, IN*
<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use

- another person’s idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person’s actual spoken or written words;
or
- paraphrase of another person’s spoken or written words.

How to Recognize Unacceptable and Acceptable Paraphrases

Here’s the ORIGINAL text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here’s an UNACCEPTABLE paraphrase that is **plagiarism**:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory

workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

- the writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Here's an ACCEPTABLE paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- accurately relays the information in the original uses her own words.
- lets her reader know the source of her information.

Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into industrial laborers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these hubs "which became the centers of production as well as of commerce and trade" (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.
- indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be PLAGIARIZING. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism **EVEN IF THE WRITER CITES IN HER OWN TEXT THE SOURCE OF THE PHRASES OR SENTENCES SHE HAS QUOTED.**

Plagiarism and the World Wide Web

The World Wide Web has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote from a WWW site, she must cite that source.

If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from WWW sites; for example, if a student is constructing a web page as a class project, and copies graphics or visual information from other sites, she must also provide information about the source of this information. In this case, it might be a good idea to obtain permission from the WWW site's owner before using the graphics.

Strategies for Avoiding Plagiarism

1. Put in **quotations** everything that comes directly from the text especially when taking notes.
2. **Paraphrase**, but be sure you are not just rearranging or replacing a few words.

Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.

3. **Check your paraphrase** against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

Terms You Need to Know (or What is Common Knowledge?)

Common knowledge: facts that can be found in numerous places and are likely to be known by a lot of people.

Example: John F. Kennedy was elected President of the United States in 1960.

This is generally known information. **You do not need to document this fact.**

However, you must document facts that are not generally known and ideas that interpret facts.

Example: According to the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6).

The idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an *interpretation*; **consequently, you need to cite your source.**

Quotation: using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style.

The following example uses the Modern Language Association's style:

Example: According to Peter S. Pritchard in USA Today, "Public schools need reform but they're irreplaceable in teaching all the nation's young" (14).

Paraphrase: using someone's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

Name _____

Group _____

Extended Essay/Senior Thesis Inquiry Question

Before you begin research for your essay, you need to identify your subject and develop an inquiry question that will guide you through the process. **As you begin research, you may modify your inquiry question, but you should not change your subject.** Please note that you should not yet have an answer to your question—remain open minded as you complete your research!

Sample Inquiry Questions:

To what extent did yellow journalism contribute to political decision to start the Spanish-American War?

What levels of psychological arousal are most effective for players in team sports?

Are commercially available antibacterial cleaning agents effective at controlling the growth of *E. coli* on nutrient agar under laboratory conditions?

In what ways do the male authors of *Anna Karenina* and *Madame Bovary* seek to render their heroines sympathetic to the reader? How far do they succeed?

To what extent do the films *Chinatown* (1974), *Blood Simple* (1984) and *Pulp Fiction* (1994) qualify as film noirs?

Is it politically possible for the US government to win the drugs war? An investigation into the pressures and constraints on government institutions and agencies, within the framework of relevant political theories.

“What are the role and the significance of dance in *Pride and Prejudice* and *Emma*?”

Extended Essay Subject: _____

Inquiry Question:

Extended Essay Advisor Request Form 2016-2017

Student _____

Group _____

Subject Area _____

_____ IB _____ Humanities

Inquiry Question:

Statement: I am willing to act as an advisor for this student's extended essay. I will give advice on **research** and **organization**, but am not responsible for correct grammar or spelling.

Advisor's Name: _____

Advisor's Signature: _____

Sample Inquiry Questions:

How and why have explanations of the Cuban missile crisis changed since 1962?

To what extent were Hitler's educational aims fulfilled in the Uhland Gymnasium, 1937–1939?

What levels of psychological arousal are most effective for players in team sports?

Are commercially available antibacterial cleaning agents effective at controlling the growth of *E. coli* on nutrient agar under laboratory conditions?

How is the subject of death treated in selected poems by Emily Brontë and Emily Dickinson?

What was the role of mathematics, and geometry in particular, in navigation when we relied on the stars? Does it still play a part now we have man-made satellites?

How can findings from psychological research on perception differences between Asians and Americans be applied to website design?

From the major inputs and outputs of the school canteen, what overall estimate of its environmental impact can be made in terms of an ecological footprint?