

REFERENCING IN THE EXTENDED ESSAY

1. What is referencing ?
2. How should quotations be used ?
3. Types of referencing styles : *Harvard* and *Modern Humanities Research Association (MHRA)*
4. Bibliography vs. references
5. Practical applications in a sample EE.

1. Referencing

Acknowledgement of other authors' works and its correct implementation

2. Quotes

Division into short and long quotes, use of quotation marks, in-text quotes and footnotes

3. *Harvard* style - Surname, Initial.
(Date) Title. Place: Publisher. Page numbers.

MHRA style - Surname, First name, Title.
(Place: Publisher, Date) page numbers

4. Bibliography vs. references
Bibliography – everything you made use of in your essay including sources that haven't been directly referred to
References – all the sources that you directly referred to in the essay

Notes:



THE EXTENDED ESSAY

WHAT IS EXTENDED ESSAY?

The EE is one of the three mandatory core components of the IB DP, i.e. the EE, TOK and CAS, for which students may get three points on the IB Diploma. The process of writing the EE teachers intellectual independence and should be based on subject-specific research, methodology as well as mentorship between students and teachers. Communication rules, the appropriate rapport between the teachers and the students in case of any issues connected with the EE or personal in nature are vital for the right and effective cooperation.

The Extended Essay Report Form, i.e. our school internal document, outlines internal deadlines, mandatory meetings and check-in sessions. It is to help the student as well as the supervisor keep track of time and progress. Students are advised to create their own timeline on the basis of this document. According to the EE Guide, students may spend up to 40 hours on the task with additional 5 hours of supervision. The EE should be up to 4,000 words long and must be a student's independent work.

The role of the school, the EE coordinator and the supervisor is to provide support, guidance as well as an appropriate learning environment to all students during the whole process of writing the EE. Each teacher may supervise up to 5 students. The formal requirements to write the EE are stated in the Extended Essay Guide published in 2017. Each student must be well familiar with his/her subject specific requirements as well as general idea of the EE, thus appropriate parts of the document must be read:

- https://ibpublishing.ibo.org/extendedessay/apps/dpapp/guidance.html?doc=d_0_eeyyy_gui_1602_1_e&part=1&chapter=1



I Liceum Ogólnokształcące
Dwujęzyczne
im. E. Dembowskiego
ul. Zimnej Wody, 8 44-100 Gliwice
www.lo1.gliwice.pl
e-mail: sekretariat@lo1.gliwice.eu
tel./fax: (00 48 32) 231 47 32



The structure of the EE is quite specific in nature and needs to be discussed individually with the supervisor. Each student is advised to choose the subject of the EE basing on his/her interests, hobbies and/or needs. The topic and the research question need to be carefully discussed with the supervisor on the basis of research on primary and secondary sources. Students are advised to create their own Research and Reflection Space (RRS) which should be referred to during consultations and discussions with the supervisors.

The EE is assessed externally on the basis of five Criteria worth 34 marks. Students can get grades A - F for the EE (where grades E and F are considered failing conditions). All criteria should be discussed with the supervisor. The Criteria include:

- **Criterion A – Focus and method (6 marks)**
- **Criterion B – Knowledge and understanding (6 marks)**
- **Criterion C – Critical thinking (12 marks)**
- **Criterion D – Presentation (4 marks)**
- **Criterion E – Engagement (6 marks)**

Each student is required to reflect in the Reflection on Planning and Progress Form (RPPF) regularly. Samples of Extended Essays, marks and RPPFs may be provided by the supervisor on request.

The whole experience of writing the EE should be treated as a unique opportunity to prepare not only for further academic career, but also to enhance language skills as well as key competences.

RESEARCH METHODS IN THE EXTENDED ESSAY

All research methods can be classified into two main groups – primary and secondary. In primary research the student directly collects data rather than depending on the information collected previously by others. Secondary research involves the synthesis of the data or information of existing research. Primary methods involve: measurements, observations, experimentations, fieldworks, surveys, questionnaires and interview, while secondary methods: books, journals, articles, reports, maps, statistical data and databases.

Methodology of your research should be appropriate for the subject. Most IB subjects allows to use either primary or secondary research with the exception of psychology where primary research is not allowed. Extended essay guide identifies the most commonly used method for each IB subject. Typically it may include methods such as experimentation in Chemistry and Physics, fieldwork in Geography and analysis of literary texts in Language A. In some subjects combination of primary and secondary methods leads to the successful and highly assessed extended essay.

Methodology needs to be relevant for the stated research question so methods should be chosen in a way that they allow to collect information and data to answer research question and support or reject hypothesis.

Conducting primary research needs to be well-planned. Safety and ethical issues need to be taken into consideration. In questionnaire, survey or fieldwork the collected sample need to be large enough and random to make it representative to the whole population. Experimentation needs to be well-designed before it starts. All numerical data collected during primary research needs to be processed, visualized and analysed.

Studies in language and literature (A)	Analysis of primary (novels, poems, stories, plays or essays) and secondary (books, academic journal articles, edited essays in book collections, reviews) texts
Language acquisition (B)	Analysis of primary (literary such as books, novels, essays, poems, stories, plays, media – e.g. interviews, discussions, newspaper headlines, articles or other – e.g. speeches, advertising, theatre) and secondary (books, journal articles, essays and reviews) sources
Economics	Primary research (interviews, surveys, questionnaire) and/or analysis of secondary sources (textbooks, research from think tanks, publications from international organizations or governments, newspaper and magazine articles)
Psychology	Analysis of secondary sources (textbooks, academic journals) only
Geography	Primary research (fieldwork, questionnaires, survey, interviews, aerial/ satellite photos) and/or secondary research (textbook, articles, magazines, statistical data, weather records, maps)
History	Analysis of primary sources (diaries, letters, interviews, oral histories, photographs, newspaper articles, government documents) and/or analysis of secondary sources (textbook and articles)
Biology	Primary research (experimentation, survey, microscopic observations, biological drawing, fieldwork) or secondary research (data manipulation and analysis)
Chemistry	Primary research (experimentation) or secondary research (based on published data or literature)
Physics	Primary research (experimentation, simulation) or secondary research (databases)
Mathematics	Primary research (data-gathering, visualization, abstraction, conjecturing, proof) or secondary sources (comprehensive review of scholarly work, including books, journal articles or essays in an edited collection)

Research question



SOURCES AND RESOURCES IN THE EXTENDED ESSAY

When you begin your EE journey, please remember that the first place you have to get acquainted with is the **LIBRARY** where you can find relevant advice and assistance



Firstly, remember that:

- Only reliable source search will facilitate your task
- Only reliable sources will lead you to success ☺

Important advice and suggestions:

- Start your search in the school library, in case you don't find meritorically satisfactory and quality materials, broaden your search scope to the city and then academic libraries
- Use the sources in the form of catalogues, especially the most popular – electronic ones
- Remember that each library is equipped with the easily accessible electronic catalogue
- School librarian will assist you in finding the resources that are inaccessible for an average reader
- Make sure that the sources you use, be it in the book or electronic version, are legal, have the specified authorship and no law has been broken when acquiring them
- Carefully select the materials, picking the ones that might be useful, reject everything that contributes nothing concrete
- Make sure that you devote sufficient amount of time to do this, the long break is not enough
- Remember that the librarian is there to help you, don't be afraid to ask questions

Once you have gathered the materials for your EE, you have to be aware of some formal issues such as bibliography:

- Fiches serve as the most convenient way of its annotation; you can write the basic info on your source there – the author's name, the full title (don't take it from the cover, always refer to the title page), the publisher's name, the publication date, co-authors, the pages you referred to etc.
- Make sure that your materials have got the book publishing imprint – if not, your task of writing bibliography will be more complicated, especially when it comes to the electronic materials
- Make sure you the way you write bibliography is consistent
- Check the style of bibliographic annotation complies with either *Harvard* or *MHRA* style
- Your bibliography doesn't have to consist of multitude of source

