**Guidelines for Final Essay**

* Your essay **must not exceed 4,000 words**. This word count does not include the abstract, table of contents, citations or references, footnotes or endnotes, bibliography, and illustrative materials (charts, maps, diagrams, etc.).
* You can be penalized if your essay is too short. It should come close to, but not exceed the 4,000 word limit.
* If you must use footnotes, use them sparingly. Do not put information in footnotes to circumvent the 4,000 word limit. You will be penalized if you do this.
* One of the criteria on which your essay is scored is Formal Presentation. This includes all of the following: title page, table of contents, page numbers, illustrative materials (if applicable), quotations, documentation (including references, citations, and bibliography), and appendices (if applicable). Omitting a bibliography or references/citations will result in your earning a 0. Omitting any of the other requirements will lower your score.
* Your title page must include the following information: your name, candidate number, exam session, EE subject, word count, school name, and title of your essay. None of the other pages should include your name or candidate number.
* All in-text citations **must be linked to one of the references in your bibliography**. There must be consistency when citing sources.
* Your bibliography should list **only** the sources that are actually cited in your essay. Be sure to carefully follow whatever documentation style (MLA, APA, etc.) you have chosen. The entries should be alphabetized and spaced according to the style you have chosen. Bibliographic entries are never numbered.
* Your abstract must be **no more than 300 words**. It should clearly state your research question, how your investigation was conducted, and your conclusion (s) from your research.
* You must include a table of contents page.
* Please review the eleven Assessment Criteria for the EE (pp. 23-28 of the EE packet I originally gave to you). They clearly explain how each part of your essay will be scored. You want to aim for the highest possible score in each category.
* Please use a 12 point, Arial font, double-spaced.
* Do not lose sight of your research question. Be sure your conclusion clearly addresses your research question and is consistent with the evidence you presented in your essay.