

## Extended Essay / Research Paper Template

(1,500+ words, typically 6-10+ pages)

### OVERVIEW STRUCTURE

**I. Title Page**

**II. Abstract** (150-300 words)

**III. Table of Contents**

**IV. Introduction** (300-500 words)

**V. Literature Review** (400-600 words)

**VI. Methodology** (300-500 words)

**VII. Main Body / Analysis** (3-5 sections, 300-500 words each)

**VIII. Discussion** (400-600 words)

**IX. Conclusion** (300-500 words)

**X. References / Works Cited**

**XI. Appendices** (if needed)

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### DETAILED SECTION BREAKDOWN

#### **I. TITLE PAGE**

- **Title:** Clear, specific, and descriptive
- **Your Name**
- **Course/Instructor**
- **Institution**
- **Date**

#### **II. ABSTRACT (150-300 words)**

**Purpose:** A concise summary of the entire paper

**Structure:**

1. **Research Problem/Question** (1-2 sentences)
2. **Methodology** (1-2 sentences)
3. **Key Findings/Results** (2-3 sentences)
4. **Conclusion/Implications** (1-2 sentences)
5. **Keywords:** 4-6 relevant terms

### **III. TABLE OF CONTENTS**

- List all major sections with page numbers
- Include subsections (if used)
- Figures/Tables list (optional but recommended)

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### **IV. INTRODUCTION (300-500 words)**

**Purpose:** Establish context, state the research problem, and outline the paper's structure

**Structure:**

1. **Hook/Opening** (2-3 sentences): Start with a compelling statistic, question, or observation
2. **Background/Context** (4-6 sentences): Provide necessary historical, social, or academic context
3. **Problem Statement** (2-3 sentences): Clearly articulate the gap, controversy, or question
4. **Research Question/Thesis** (1-2 clear sentences): State your central argument or question
5. **Significance/Why it Matters** (2-3 sentences): Explain the importance of addressing this
6. **Roadmap** (2-3 sentences): Briefly outline the paper's structure

## **V. LITERATURE REVIEW (400-600 words)**

**Purpose:** Survey existing research, identify gaps, and position your work

**Structure:**

1. **Introduction to the Literature** (2-3 sentences): Explain the scope of your review
2. **Thematic Organization** (3-4 paragraphs, 100-150 words each):
  - Group studies by theme, methodology, or chronology
  - Summarize key studies and their findings
  - Analyze patterns, agreements, and disagreements in the field
3. **Gap Identification** (1 paragraph): Explicitly state what's missing or unresolved
4. **Connection to Your Research** (2-3 sentences): Show how your work addresses this gap

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## **VI. METHODOLOGY (300-500 words)**

**Purpose:** Explain how you conducted your research

**Structure:**

1. **Research Design** (1 paragraph): Qualitative, quantitative, mixed-methods, etc.
2. **Data Collection** (1-2 paragraphs):
  - Sources: Primary/secondary, databases, archives, interviews, surveys
  - Timeframe and scope
  - Selection criteria
3. **Analysis Methods** (1 paragraph):
  - How you analyzed the data
  - Tools/techniques used
  - Theoretical frameworks applied

4. **Limitations** (1 paragraph): Acknowledge methodological constraints

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## **VII. MAIN BODY / ANALYSIS (3-5 sections, 300-500 words each)**

**Purpose:** Present and analyze your evidence; this is the core of your paper

### **Structure for Each Section:**

1. **Section Heading** (descriptive of the subtopic)
2. **Introduction to the Section** (2-3 sentences): Explain what this section will cover
3. **Evidence Presentation** (1-2 paragraphs): Present data, quotes, examples, or cases
4. **Analysis** (1-2 paragraphs): Interpret the evidence; connect it to your thesis
5. **Transition** (1-2 sentences): Link to the next section

### **Possible Organizational Patterns:**

- **Chronological** (for historical topics)
- **Thematic** (grouping by ideas/concepts)
- **Methodological** (different approaches to the problem)
- **Comparative** (comparing different cases/theories)

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## **VIII. DISCUSSION (400-600 words)**

**Purpose:** Interpret your findings in broader context

### **Structure:**

1. **Summary of Key Findings** (1 paragraph): Briefly restate main results
2. **Interpretation** (2-3 paragraphs):
  - What do your findings mean?
  - How do they answer your research question?

- Unexpected findings and their implications
- 3. **Connection to Literature** (1 paragraph): How your findings relate to existing research
- 4. **Limitations** (1 paragraph): Acknowledge study limitations honestly

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## **IX. CONCLUSION (300-500 words)**

**Purpose:** Synthesize the entire paper and suggest future directions

**Structure:**

1. **Restatement of Thesis/Research Question** (1-2 sentences): Revisited in light of your findings
2. **Synthesis of Major Arguments** (2-3 paragraphs): Weave together your main points
3. **Significance/Implications** (1-2 paragraphs):
  - Theoretical implications
  - Practical applications
  - Broader social/cultural relevance
4. **Recommendations/Future Research** (1 paragraph): Suggest next steps
5. **Final Concluding Statement** (1-2 sentences): Memorable closing thought

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## **X. REFERENCES / WORKS CITED**

- Consistent citation style (APA, MLA, Chicago, etc.)
- All sources cited in the paper
- Alphabetical order (usually)
- Hanging indents

## **XI. APPENDICES (Optional)**

- Raw data
- Interview transcripts
- Supplementary charts/graphs
- Detailed methodological explanations

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## PRO-TIPS FOR EXTENDED ESSAYS

### Before Writing:

1. **Create a Detailed Outline:** Break each section into subsections with bullet points
2. **Set Word Count Targets:** Allocate words to each section based on importance
3. **Gather All Sources First:** Complete research before writing
4. **Develop a Timeline:** Allow time for drafting, revising, and formatting

### During Writing:

1. **Write in Order:** Introduction is often written last or revised substantially after completing the body
2. **Use Headings and Subheadings:** Guide the reader through complex arguments
3. **Maintain Consistent Tone:** Formal but not unnecessarily complex
4. **Cite as You Write:** Avoid plagiarism and last-minute citation panic
5. **Save Analysis for Analysis Sections:** Keep literature review descriptive, save interpretation for discussion

### After First Draft:

1. **Reverse Outline:** Create an outline from your draft to check logic flow
2. **Check Transitions:** Ensure smooth connections between sections
3. **Verify Argument Consistency:** Make sure all evidence supports your thesis

4. **Eliminate Redundancy:** Remove repetitive points
5. **Get Feedback:** Have others read it for clarity and logic

#### Common Pitfalls to Avoid:

- **Too Broad a Topic:** Narrow focus yields deeper analysis
- **Description Without Analysis:** Don't just summarize—interpret
- **Ignoring Contrary Evidence:** Address counterarguments
- **Weak Transitions Between Sections:** Use bridging paragraphs
- **Rushing the Conclusion:** It's your final impression

#### Word Count Management:

- **1,500-2,000 words:** Stick to the minimum sections (Intro, 3 body sections, Conclusion)
- **2,000-3,000 words:** Add literature review and methodology
- **3,000+ words:** Include all sections; expand analysis with more subsections

#### Revision Checklist:

- Thesis is clear and specific
- Each paragraph has a clear topic sentence
- Evidence supports claims
- Sources are properly cited
- Transitions between sections are smooth
- Conclusion synthesizes rather than just repeats
- Formatting is consistent
- Title accurately reflects content

This template provides the flexibility for complex research while maintaining rigorous academic structure. Adjust based on your specific discipline requirements—scientific papers may

emphasize methodology and results, while humanities papers might integrate analysis throughout.

