

How to structure your Extended Essay

People work in different ways, and some of you might need to clarify what each chapter will cover before writing. Others will know what they want to write about and may prefer to get on with this and clarify structure later, **but you should not leave this too long.**

The size of your chapters, introduction and conclusion below are just a rough guide to help you get started.

1. Title Page:

- **The Title**
- Your name
- Include the statement below:
“Submitted in partial fulfilment of the requirements for the degree of BA (Hons)
University of Wales Trinity Saint David, Swansea.
- Date of submission (e.g.. 8th December 2025).

***NOTE: Your title does not have to be in the form of a question.
It can be presented as a statement of enquiry. Remember to keep it short.***

2. Table of Contents

3. List of Illustrations or images

4. Summary of Topic

Approximately 50-100 words, which briefly and concisely describes the topic, aims and objectives of your Extended Essay. Write this soon - it will help you stay focussed. This can be tweaked and improved later.

5. Introduction (400 words approx.)

Write the introduction when you have **finished the main body** of writing.

6. Chapters (3 chapters at 1,400 each or 2 chapters 2,100 each approx.)

There is no right way to structure this essay, but two or three chapters are usual, depending on your material and the length of the introduction and conclusion.

7. Conclusion (400 words approx.)

You should not introduce new ideas/theories not already covered in the main body of your Extended Essay.

8. Reference list/ Bibliography

This should be broken down into books, picture books cited, articles, websites, and other relevant sources.

NB: The **introduction** and **conclusion** of your essay are extremely important – although both sections are likely to be the last things you will write, they are also **the most crucial**.

Your introduction (and summary of topic) will be the first thing an examiner might read. An otherwise excellent essay can appear weak if your introduction and conclusion do not

adequately summarise your intent and your findings. Keep your introduction succinct and to the point (500 maximum).