Final Checklist for the Overall Presentation of the Extended Essay

Formatting Guidelines

1. Have you used a readable serif font (Times New Roman or Tahoma are examples) rather than a san-serif font?
2. Is your text 12-font?
3. Is your paper double-spaced (Exception: Follow your style manual for specific directions on block quotations, tables and charts, and bibliographic citations.)
4. Are your paragraphs all indented?
5. Did you use appropriate margins on all sides (1 inch all around, acceptable format on first page is 2 inches for top margin)?
6. Use consistent pagination throughout—either in running head (header) in top right corner or centered at bottom (footer). You may put your candidate # in the header but not your name.

Parts of the Extended Essay

A. Title page
      1. Title centered on page
      2. Student name
      3. Candidate number
      4. Date of IB Exams   }   Lower Left Corner of Title Page
      5. Category
      6. Supervisor's Name
      7. Word Count
B. Abstract (with word count at bottom of page)
C. Table of Contents
D. Introduction
E. Body of Paper
F. Conclusion
G. Bibliography

Points to Consider

1. Have you followed the guidelines for your subject? Are you sure your research question is acceptable within the guidelines?
2. Have you closely examined the scoring rubric to see if you have met the criteria for the maximum number of points?
3. Have you followed the guidelines for writing an introduction? Have you adequately met the criteria?
4. Have you supported your position with reputable research?
5. Is the most salient feature of your essay your claim and how you support it? That is, have you clearly stated your research position and supported it by building a case based on your thoughts/perspective and then, secondarily, supported your claim with pertinent research?
6. Do you have a strong finish—a strong conclusion? What are the implications for further development of the topic, for further research in this area?
7. Does your bibliography page include ONLY your in-text citations?
8. Lastly, have you read and considered the subject-specific evaluator comments on each criterion provided on the uaisresearch.com website under the page "Evaluating the EE"? Each criterion lists pitfalls students repeatedly make each year, including easy fixes students should consider.

Submitting to Your Supervisor (both to TurnitIn and to the IBO)

You must submit both to turnitin.com and to your supervisor by hand.

A. Submitting to Turnitin.com

Your extended essay must be validated on turnitin.com for authenticity before we will send it to the IBO. Once this process is complete, your supervisor will then complete a predicted score for you. Follow these steps before officially turning your EE in to your supervisor by hand.

1. Stop by Mr. Spear's office to receive your candidate number. Enter it on your title page and save your document.
2. Submit your Extended Essay to Turnitin.com, following steps 3-8.
3. Contact your supervisor and ask for the 7-digit class ID number and the password.
4. Go to turnitin.com. In the top right corner, click "Create Account." Follow the instructions to enroll.
5. If you already have an account but need to join the teacher's class, log in and click on the "Enroll in a Class" tab, and enter the teacher's 7-digit class ID number and password. (Skip this step if you have completed step 4.)
6. Once the class has been created for you, click on that class under the "All Classes" page and then click "Submit."
7. Simply enter the title of your paper and attach the file and click "Upload."
8. You will then be taken to the Preview page. Double check that the entire paper is present. Click "Submit" to send it to your supervisor.

**Please note that audio-visual tutorials for all of these directions are available at turnitin.com. Click on "Training," and go to "Student Training."

B. Submitting to the IBO via Your Supervisor

1.On the title page of your EE, enter both the personal code and the session number under your name. An example might look like this:

Justin Spear
dpd 800 (004001-000)
May 20, 2012
English A1
Jeffrey Hume
Word Count: 3,987

2. Finally, go to "Insert," then "Header," and place it anywhere at the top (my example is top right corner on this handout). Enter only your session number on the header.
3. Having completed the checklist above, print three copies of your Extended Essay. One copy will be marked by your supervisor for your predicted grade. One clean copy will be retained by the Programme Coordinator. The final will be sent to evaluators.
4. You should paperclip each copy of your Extended Essay, but do NOT staple it, bind it, or place it in a fancy cover of any kind.
5. Double-check EACH copy to make sure that all pages are in correct order and are present.
6. Submit all three copies to your supervisor.