**FINAL Checklist for the Overall Presentation of the Extended Essay**

***Formatting Guidelines: initial each step as completed then sign below***

\_\_\_ 1 I have used **Times New Roman, OR Arial** font

\_\_\_ 2 I have used a **12-point font**

\_\_\_ 3 My paper is **double-spaced** (Exception: Follow your style manual for specific directions on block quotations, tables and charts, and bibliographic citations.) *\*\*Avoid* ***extra*** *spacing between paragraphs*

\_\_\_ 4 All paragraphs are **indented**

\_\_\_ 5 I used **appropriate margins** on all sides (1 inch all around, acceptable format on first page is 2 inches for top margin)?

**\_\_\_ 6** I used consistent pagination throughout essay in running header in top right corner. **DO NOT put your name or any other identifying items with it. See this document for example. Page 1 starts with introduction.**

\_\_\_ 7 I used the correct citation style (APA, CMS, MLA) as was indicated by my supervisor throughout paper and in reference/bibliography/works cited page with all required resource information so as not to plagiarize.

\_\_\_ 8 If I used tables, charts, graphs, illustrations, images, or photographs, they are labeled, captioned, and sourced (if all information is yours and not merged with any other source you do not cite yourself).

\_\_\_ 9 The file size of the essay **MAY NOT** exceed 10 MB per IBO.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parts of the Extended Essay IN ORDER: initial each step as completed then sign below***

\_\_\_ 1 Cover page – Title, Research Question, subject, category with **number (category is applicable only**

 **for Group 1 and 2),** and word count; see UAIS research site for **TEMPLATE**

\_\_\_ 2 Table of Contents

\_\_\_ 3 Introduction **with research question in bold (page numbers begin here with 1)**

\_\_\_ 4 Body of Paper – consistent footnoting or parenthetical citation following CMS/MLA/APA

\_\_\_ 5 Conclusion

\_\_\_ 6 Bibliography (CMS) References (APA) Works Cited (MLA)

\_\_\_ (7) Appendix – if applicable

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Points to Consider: initial each step as completed then sign below***

\_\_\_ 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? \*\*UAIS research site has handout with tips

\_\_\_ 4 Have you supported your position with **reputable collegiate level research**?

\_\_\_ 5 Is the most prominent 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 footnote/in-text citations? Those not used in essay cannot be listed.

\_\_\_ 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.**

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**Submitting to Yeokum (and to TurnitIn and Mangebac)**

Upload the final copy to both Turnitin.com and Managebac **before the due date of TOK B-day November 29; TOK A-day November 30**. Hand 1 highlighted clean copy to me along with this checklist.

**A. Submitting to Turnitin.com \*\*use previous upload to MY Turnitin – assignment will be “final copy of EE 2022”.**

Your extended essay must be validated on Turnitin.com for authenticity before supervisor will review your essay. Once this process is complete, your supervisor will then complete an evaluation.

Submit your Extended Essay to Turnitin.com, do the following:

1. Upload to my TIN account: EE 2022– “final copy of EE 2022” . Your supervisor MIGHT want you to upload to their TIN account as well.

2. Simply enter the **title** of your paper and attach the file and click “Upload.” **YOU MUST UPLOAD A .DOCX or .DOC FORMAT AND NO OTHER!**

3. 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.

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**B. Submitting to Managebac**

\_\_\_ Upload your **final draft** to your EE tab - Extended Essay Documents. You will **never delete** this nor the quality draft once it is uploaded. Double check that the entire paper is present.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Submitting to Yeokum**

\_\_\_ Verify your title page looks exactly as the samples from the UAIS research page-fill in your own information**. IF IT DOES NOT, YOUR PAPER CANNOT BE ACCEPTED. Remember, only Group 1 and 2 EEs use categories; all other groups will only list subject-delete category.**

\_\_\_ Verify your EE is highlighted as was indicated on the PowerPoint and video emailed to you.

\_\_\_ You should paperclip your checklist AND blank rubric to the front of your final Extended Essay. **Only staple the EE. Do not submit in a folder or any type of cover.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_