**QUALITY DRAFT 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.)

\_\_\_ 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they are labeled, captioned, and sourced (if all information is yours and not merged with any other source you do not cite yourself).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) – STARTS ON NEW PAGE

\_\_\_ (7) Appendices – 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.**

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

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

Upload the **QUALITY** **draft** to both Turnitin.com (Yeokum’s account) and Managebac **before September 3rd** and hand 1 clean copy to ME along with this checklist AND rubric by hand on September 3rd before 7:20 am **or level 3 intervention will occur and you will be temporarily deemed a non-diploma candidate, thus impacting your college status.**

**A. Submitting to Turnitin.com**

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. *Follow these steps before officially turning your EE in to me by hand.*

\_\_\_ Verify your cover page is correct and your EE is in its best form; save your document.

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

1. Register for **MY** Turnitin account \*\**some* supervisors may ask to submit to their own IN ADDITION TO MINE

2. Simply enter the **title** of your paper (not question) 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.

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

**B. Submitting to Managebac**

\_\_\_ Upload your **draft** to your EE tab - Extended Essay Documents. You will never delete this 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.**

\_\_\_ Having completed the checklist above, print 1 copy of your Extended Essay.

\_\_\_ You should STAPLE your **checklist** and paperclip your **self-assessed rubric** to the front of your Extended Essay. **DO NOT place it in a fancy cover of any kind.**

\_\_\_ Double-check to make sure that all pages are in correct order and are present.

\_\_\_ Submit to YEOKUM first day of school in media center for supervisor’s folder.

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