

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they are labeled, captioned, and sourced (if all information is yours and not merged with any other source you do not cite yourself).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.**

Student Signature: _____ Date: _____

Submitting to your supervisor (and to Turnitin and Managebac)

Upload the final copy to both Turnitin.com and Managebac **before the due date established by your supervisor.**

A. Submitting to Turnitin.com **use previous upload to MY Turnitin – assignment will be “final copy of EE 2021”.

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: Class of 2021 Extended Essay – “final copy of EE 2021” . 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.

Student Signature: _____ Date: _____

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.

___ Upload your checked and signed Final Checklist. Both you and s parent

Student Signature: _____ Date: _____

The final copy AND viva voce is due to my supervisor on : _____

****Upon completion of the VV, you will do your final reflection while still on TEAMS meeting. After saved and supervisor verifies it is in the correct space, you will be allowed to sign off.**