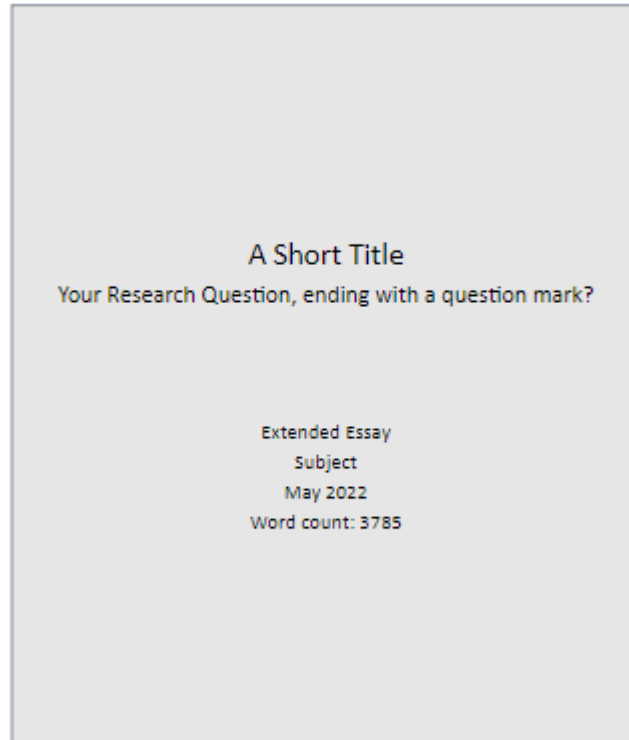


Extended Essay Checklist

I -- Formal Presentation

___ I have a title page in the following format:



(Subject refers to History, Mathematics, English, etc.)

(the word count **excludes** the title page, table of contents, bibliography, citations, and the appendix if you have one)

___ My name, Tigard High School, and my candidate number are **NOT** on the cover page or anywhere in my EE (this is weird, but that's how they want it)

___ Your name **is** in the **file name** of the doc (something like "EE Final Draft Jane Smith")

___ A table of contents is immediately after my title page

___ Each page of my essay (excluding the cover page) is correctly numbered

___ I have accurately and consistently cited all my sources in an accepted format.

*What format did you use? MLA? APA? Other? (specify) _____

___ I have included either a bibliography or a works cited page in the correct format.

Sample Table of Contents (your sections will vary by subject and topic)

Table of Contents	
Introduction.....	3
Economic Policies.....	4
Social Policies.....	7
Military Policies.....	10
Orthodox Interpretation.....	12
NeoMarxist Interpretation.....	14
Conclusion.....	16

- ☐ My word count is accurate & between 3000 and 4000 words (3500+ highly recommended)
- ☐ The whole EE is double spaced
- ☐ 12 point font except for title page
- ☐ THERE IS **NO ABSTRACT** (you should not have an abstract!)

Citations

- ☐ I have cited all quotes
- ☐ I have cited things other than quotes - i.e., all specific facts taken from other sources, excluding "common knowledge"
- ☐ I have cited all statistics, charts, tables, graphs, photos, diagrams, etc., that are not my own original creation
- ☐ I have cited lines that I paraphrased from other sources
- ☐ I have cited my source whenever I discussed the ideas or analysis of another author
- ☐ I understand that failure to properly cite my sources can result in a score of N on the EE, which would result in me not getting my IB diploma

Avoiding Plagiarism

- ☐ **I do not have whole paragraphs or sections all from one source** unless I am critically analyzing that source in that paragraph (I synthesize sources throughout)
- ☐ I cite my source even when paraphrasing

- ☐ I clearly distinguish my own original ideas and analysis from that of other authors
- ☐ I significantly rephrased the language when paraphrasing
- ☐ I have not used AI to write any portion of my EE

Proofreading

- ☐ I have used spell check and grammar check

A -- The Research Question :

- ☐ is sharply focused
- ☐ is stated in exactly the same words on your cover page and in your intro
- ☐ is in the form of a question, ending with a question mark

B --The Introduction includes:

- ☐ an indication of why the topic chosen is interesting, important, or worthy of study
- ☐ some background information and places the topic in an appropriate context
- ☐ whether the topic has been narrowed to a focus of more manageable proportions
- ☐ a clearly and precisely stated research question
- ☐ a clear concluding statement of the thesis and argument, i.e. the response to the research question that will subsequently be developed in the body of the essay

C – Body

- ☐ I minimize general background info and get to my actual evidence very quickly
- ☐ I have included a large number of relevant sources, data and evidence in my essay.
- ☐ All my sources are appropriate (no Wikipedia, History Learning Site, Oversimplified, etc.)
- ☐ I have not included irrelevant information in my essay.
- ☐ I have effectively **analyzed** the evidence/material/sources/data in my essay (and not just listed or summarized facts or events)
- ☐ for History, Politics and World Studies EEs, I've woven in some OPCV analysis for a few key sources
- ☐ I have included analysis appropriate to the subject and topic throughout the essay
- ☐ I have clearly indicated when I am restating the analysis of another author and differentiated that from my own original analysis

D – Use of language appropriate to the subject

- ☐ My language used communicates clearly and precisely
- ☐ I use academic terminology appropriate to the subject.
- ☐ Slang and informal language are not used.
- ☐ Contractions are not used. (can't, aren't , etc.)
- ☐ Acronyms are defined the first time they are used (NIH, NCSS, etc.)

E – Conclusion

- ☐ I actually come to a conclusion in my conclusion
- ☐ My conclusion answers my research question
- ☐ My conclusion is consistent with the evidence presented in my essay.
- ☐ Where appropriate, I have included in my conclusion any new or unresolved questions that arose during my investigation.

F - Bibliography

- ☐ All web sources in the bibliography include the **date accessed** and the **URL** (or DOI), with hyperlinks removed (i.e. they aren't blue or underlined)
- ☐ I *actually cite* all the sources listed in my bibliography at least once in the EE (check this!)
- ☐ The works cited or bibliography begins on a new page
- ☐ Works cited or bibliography entries are indented correctly according to the style I am using
- ☐ The works cited entries are alphabetized