**Extended essay final checklist**

1. Do you have a
    a. Title Page with your question, Candidate number, “May 20_ _”, and word count
    b. Table of contents with page numbers listed
    c. Introduction
    d. Body (with sub headings in bold)
    e. Conclusion
    f. Works cited page
2. Is your word count 4000 words or less but not less than 3000?
3. Are your pages numbered
4. If you have maps, tables are they cited?
5. Did you put a caption under any images?
6. Did you cite correctly using an appropriate format?
7. Are your sources scholarly and do you have enough sources?
8. Have you cited from most of your sources?
9. Did you use a consistent method of citation?
10. Did you proofread your paper carefully?
11. Are the websites used in your paper scholarly?
12. Did you double space?
13. Did you use 12 font?
14. Do you have appropriate margins (1 inch is standard)?
15. Is your bibliography in alphabetical order (DO NOT NUMBER SOURCES)?
16. Did you check your plagiarism report on turnitin?