

IA Checklist for Students

		Commentary		
		1	2	3
1	On each commentary coversheet, have you included the: <ul style="list-style-type: none"> • title of the article? (in quotation marks) • source of the article? (if newspaper or magazine, in italics) • date the article was written? (be sure you have the correct year) • date the commentary was published? (in matching format with previous bullet) • word count of the commentary? • section of the syllabus to which the article relates? 			
2	Have you included the articles? (stapled on bottom) Is each less than 1 year old (date of article and date of your IA)? Does each have the printed date? Does each have the source's name? Are they all from reliable <i>news</i> sources? (meaning not blogs)			
3	Have you highlighted (using a light color) the relevant sections of the article?			
4	Have you stated the full and correct URL for any article taken from the internet? Have you included the date the website was accessed?			
5	Have you checked that you have not used the same source for more than one article?			
6	Have you met the word count of a maximum of 750 words per IA?			
7	Have you labelled the diagrams accurately and correctly, and included full explanations? Are the diagrams relevant? If you have titles, are they less than 10 words each? Are the axis' labels 5 words or fewer?			
8	If you have used sources or references other than the article, have you cited them correctly? If you have used quotations from the article, have you clearly identified these and typed them the whole quote in?			
9	Are your pages in order? (coversheet, IA, article)			
10	Do you have a header on each page of your IAs? (last name, candidate number, page number)			
11	Do all of your coversheets and IAs match? (font size and style)			
12	Have you kept a second copy of both the article and your commentary in case of loss?			
13	Have you put your completed portfolio in a suitable folder?			