

CHECKING YOUR EXTENDED ESSAY LAYOUT

The title page includes:

- my name in full
- my candidate number
- the school name and code
- my supervisor's name
- the exact title of my essay
- the examination session
- the exact word count
- Each page of my essay is numbered
- My candidate number is at the top of each page
- I have included an abstract after the title page
- There is a contents page after the abstract
- The essay contains an introduction, a main body and a conclusion
- The bibliography is written in alphabetical order
- The bibliography contains all sources I have used in the essay
- The bibliography follows the same type of listing throughout
- I have included the appropriate footnotes/ end notes
- I have indicated the correct word count
- I have saved the extended essay in digital form as well
- I have submitted (i) 3 paper copies (the original one and a copy of it will be handed in to the Coordinator by the supervisor himself and the other copy is for the supervisor only) and (ii) 1 in digital form (CD/DVD/Floppy disk) to my supervisor.
- I have kept a written and digital copy for my own records as well.
- I have signed the Candidate's Declaration in the IBO Extended Essay Cover