



Extended Essay –checklist on General Criteria

Note: Marks given for the general criteria constitute 2/3 of the total marks for the essay. Focusing on the areas below is an easy way to improve your score !

Point	Action	Check
1	Is the essay within the limit of 4,000 words ?	
2	Is there a <i>Contents</i> page ?	
3	Are all pages numbered ?	
4	Are all diagrams, charts and graphs indexed and labelled and sources referenced where applicable ?	
5	All all necessary terms defined/ explained ?	
6	Is every reference cited in a footnote ?	
7	Are your references cited consistently and correctly ?	
8	Does the <i>Bibliography</i> include all and only the works of reference you have consulted ?	
9	Does the <i>Bibliography</i> specify author(s), title, date of publication and publisher for every reference ?	
10	Are the <i>Bibliography</i> sources cited consistently and correctly ?	
11	Does the <i>Appendix</i> contain only relevant information ?	
12	Are all references to the <i>Appendix</i> clearly cross-referenced and labeled ?	
13	Is your research question stated on the title page ?	
14	Is your research question stated and in bold in the <i>Introduction</i> ?	
15	Is your research question stated and in bold in the <i>Conclusion</i> ?	
16	Does your <i>Conclusion</i> address unresolved questions ?	
17	Does your <i>Conclusion</i> address new questions that have emerged ?	
18	Are your <i>Introduction</i> and <i>Conclusion</i> titled ?	
19	Is your <i>Abstract</i> within 300 words ?	
20	Does your <i>Abstract</i> contain the research question (in bold), the scope of the investigation and the conclusion reached ?	