

FIRST DRAFT 2022

NAME:.....(For internal use only)

POINT:	<i>Please pay attention to these points even though this is not your final work:</i>	CHECK: X
0	Have you read the Subject Specific Guidelines in the Extended Essay guide (2018) & Assessment Criteria? (Upload in Lectio)	
1	<i>The candidate name or number should not appear on any of the pages of the Final EE. - But write your name on the front page of your First Draft only</i>	
2	The EE should be formatted using: Arial/Times font, size 12, 2.0 double spacing. (10MB) Write: International Baccalaureate May 2023	
3	Is the essay text within 2,500 – 4,000 words?	
4	Are all pages numbered – starting with the front page - 1 in lower right corner?	
5	Have you remembered word count on the front page?	
6	Do you have a title on the front page? (Working title so far)	
7	Is your research question (RQ) stated on the front page?	
8	Is your subject stated on the front page? (Groups 1 & 2 = + Category)	
9	Have you filled in the First and Interim Reflections and printed the <i>Reflections on Planning and Progress Form</i> . Must be handed in with the First Draft and uploaded in ManageBac and Lectio.	
10	Is your RQ restated and in bold in the first paragraph of the Introduction?	
11	Is your research question restated and in bold in the Conclusion you have so far?	
12	Are your Introduction and Conclusion titled?	
13	Does your <i>preliminary</i> Conclusion answer your RQ?	
15	Are all diagrams, charts and graphs indexed and labelled - and sources referenced where applicable – ‘used sparingly’?	
16	Is every reference cited in a footnote?	
17	Are your references cited consistently and correctly?	
18	Is the Bibliography in alphabetic order and does it specify <i>authors(s), title, date of publication and publisher</i> for every reference?	
19	Have you remembered to add the dates in the Bibliography when you visited websites ?	
20	Does the Bibliography include all and only the works of reference you have consulted? Do not include background reading not cited in the EE.	
21	Does the Appendix contain only relevant material (<i>raw data</i>) and are they cross-referenced and labelled A, B, C and stated in the Table of Contents?	
22	Do the layout, organization, appearance and formal elements of the essay consistently follow a standard format?	

23	<i>Is the EE saved as an acceptable file type: PDF and uploaded in Lectio – Opgaver and in ManageBac?</i>	
27	<i>How many hours have you spent so far talking about the EE with your supervisor?</i>	