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Revision

Extended essay checklist

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Element	Check for...	Done
Title page	Title 2017: if RQ included, is it the same wording as the RQ in the abstract and/or in the introduction? 2018 onwards: have you included both the title (topic) and the RQ? Word count	
Table of contents	Have you used your section headings? Do page numbers match the number in the text?	
Page numbers	Is every page numbered? Do page numbers match the number in the contents list?	
Illustrative material	Does every graphic, table etc. have a caption? Does every illustration indicate the source (if it is not your own material)? Is every illustration mentioned in the text?	
Quotations	Are all quotations clearly indicated (quotation marks or indented paragraph)? Is the source of every quotation cited?	
Paraphrase and summary	Is the source of every paraphrase or summary cited? Is it clear where your use of someone else's work starts and where it ends?	
Documentation	Are all citations in the text linked to a reference at the end? Are all references at the end linked to at least one citation in the text? Is the bibliography page headed ('Bibliography', 'Works cited', or 'References')? Is the bibliography in alphabetical order (if this is the style you are using)? Is the bibliography in number order (if this is the style you are using)? Are reference elements in the same order? Is punctuation consistent?	
Appendices	Does every appendix have a title (and a source if necessary/appropriate)? Is every appendix mentioned in the text?	
Word count	Is your word count 4000 words or less after subtracting words/items that are not counted?	

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