

FINAL EE CHECKLIST

Point	Action
1	Is the essay within 4000 words?
2	Is there a Table of Contents page?
3	Are all pages numbered?
4	Are all diagrams, charts and graphs indexed and labelled and sources referenced where applicable?
5	Are all necessary terms defined/explained?
6	Is there a REFERENCE in your BIBLIOGRAPHY for every CITATION ?
7	Are your references cited consistently and correctly?
8	Does the Bibliography include all and only the works of reference you have consulted?
9	Does the Bibliography specify author(s), title, date of publication and publisher for every reference?
10	Are the Bibliography sources cited consistently and correctly?
11	Do I need an Appendix (<i>examiners will not necessarily read it</i>)?
12	Does the Appendix contain only relevant information?
13	Is your research question-stated on the title page?
14	Is your research question stated and in bold in the introduction?
15	Is your research question restated and in bold in the Conclusion?
16	Does your Conclusion address unresolved questions?
17	Does your Conclusion address new questions that have emerged?
18	Are your Introduction and Conclusion titled?
19	HAVE YOU BEEN ACADEMICALLY HONEST?
20	HAVE YOU CITED EVERYTHING THAT IS NOT YOUR OWN WORDS OR WORK?