Structure and Formatting Checklist

General:

- ☐ 12 pt font (exactly)
- ☐ Double-spaced
- ☐ All pages must be numbered (can omit the "1" on title page, as is standard)
- ☐ File size must be less than 10 MB (usually not a problem unless there are a huge number of high-quality images/figures in the paper)
- ☐ Word count <u>must</u> be less than 4000 words. See guidance below:

✔ Included in the word count	✘ Not included in the word count
The introduction	The contents page
The main body	Maps, charts, diagrams, annotated illustrations
The conclusion	Tables
Quotations	Equations, formulas and calculations
Footnotes and/or endnotes that are not references	Citations/references (whether parenthetical, numbered, footnotes or endnotes)
	The bibliography

Title Page

- ☐ Title of essay is present
- ☐ Title of essay is not a simple re-statement of the RQ
- ☐ Research question is present; worded clearly and concisely
- ☐ Subject for which the EE is registered is clearly identified, plus any relevant categorization)
- ☐ **<u>NO</u> identifying information is present** (student name, school name, etc.)
- ☐ Word count is listed

Contents page (table of contents):

- ☐ All entries include page numbers
- ☐ Entries are double-spaced
- ☐ Entries and page numbers are <u>aligned vertically</u> using tabs (not the space bar)

Body of essay:

- ☐ Begins with an <u>introduction, presented as a separate section</u> with a heading
- ☐ Consistent style of citation (in-text or footnotes)
- ☐ Figures and tables are numbered sequentially
- ☐ Figures and tables include a caption <u>and</u> a citation (if taken/adapted from a source, i.e. not created by the student "from scratch")
- ☐ Ends with a <u>conclusion, presented as a separate section</u> with a heading

Works Cited page (also see sample Works Cited posted on *Managebac*):

- ☐ Double-spaced
- ☐ Hanging indents applied (first line in each entry indented by 0.5" or 1.25 cm, all subsequent lines in that entry aligned with the left margin)
- ☐ Sources listed <u>alphabetically</u> (by the first word in the entry, whether it be last name or title)
- ☐ Electronic sources must include the <u>date accessed</u>.
- ☐ Each source listed in the Works Cited <u>must</u> be cited at least once in the essay.
- ☐ Likewise, each source cited in the essay <u>must</u> appear in the Works Cited.