

Steps to complete your essay:

1. Create title page: Question, your name, your candidate number, word count minus title page, in body citations, and references
2. Highlight essay and make sure the spacing is 1.5 (move the document from 365 to open in the app and go to the toolbar and in the center 2nd row go to spacing (arrow with lines)
3. Highlight in yellow any changes you have made from the scaffolding
4. Long quote format: any quote three lines or longer follows the following procedure – indent entire quote five spaces (use indent tabs on the ruler), remove quotes, and reduce spacing from 1.5 to 1.15

Ex. According to Crihfield (2020),

cc
cc
cc
cc

5. If using an author, you can cite at the beginning of the quote. Example format: According to Crihfield (2020), No cannot do with non-authored citations.
6. Format for quote: “cccccccccccccccc” (Crihfield, 2020). Notice where the period is located.
7. Don’t forget if you took the research and put it in your one words it still needs to be cited but not quoted.
8. Make sure that it is an essay. Utilize reasons, country names, and quality transitions to make it flow.
9. Check in body citations: author, last name only, if title, it is italics, date is year only not italics. Never use the name of the website! Is the first word of the in body the same in references. Two authors use &. Three or more commas, and & before last one, five or more, 1st author et al.
10. Word count cannot be over 2000 words or under 1750 words.
11. Put your essay in the drop box and check safe assign. The quoted material cannot exceed 48%.
12. Is the thesis/concession in the opening?

13. Does the closing have the thesis/concession, how your perspective has changed, the future research you want to see done, and your final judgment with supporting reasons?
14. Is the reference page labeled References, all entries are equally spaced, use a hanging indent, and are alphabetized? Count your references, are they all there? Failure to cite is a 59%.
15. Extra Credit: highlight words of analysis, evaluation, and reflection +5. These words are where the points are.

Cambridge Rubric for Paper 2

In the essay, candidates will be assessed on their ability to:

- identify, synthesise, analyse and evaluate relevant sources
- analyse at least two globally contrasting perspectives
- identify and evaluate the evidence that supports the perspectives
- explain how the research has affected their personal perspectives
- present convincing and well-supported judgements that answer the question posed
- suggest further relevant research
- communicate effectively and concisely, using technical terms where appropriate.

The essay must be written in continuous prose, include a list of sources used and be submitted in an electronic format. Quotations must be fully referenced. The essay must **not** exceed 2000 words and an accurate word count must be clearly stated on each essay. The word count excludes the title, references and footnotes. Work beyond the 2000 word maximum will **not** be included in the assessment.

Did you complete the above? Yes, this is a pass for Cambridge