**Don’t hand in your Internal Assessment unless:**

* You have a cover sheet with your name, the name of the school, your IB number and word count.
* The title is a clearly expressed question – with a question mark at the end.
* You have a contents page.
* You have numbered pages.
* You have the six sections clearly labeled: Plan, Summary of Evidence etc. in at least one of the following: Bold, Underline or Bigger.
* You have put the right material under the right heading and not put analysis in Summary of Evidence etc – this is not an easy.
* You have made a reasonable number of footnotes/references from a variety of sources – at least 20 is normal depending on the topic.
* You have written in paragraphs of a sensible length – not too long. You have spellchecked it. You have written in the past tense.
* You have used the same referencing system you used in your Extended Essay and you have referenced EVERYTHING you have quoted! NO PLAGIARISM!
* Your bibliography is divided under headings: Books, Electronics, Film, Interviews and anything else.
* Your bibliography is in alphabetical order of the author (or the first one if there is more than one).
* In your bibliography you have included the name of the author, publisher, and the city of publication.
* Your electronic media should include the date when accessed.
* Original documents, photos, transcripts of interviews have been included in an appendix at the very end.
* You have used maps, diagrams, photos in the text if appropriate.
* You have included a photo of your interviewee (if you have one).