**Final Checklist**

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|  | **Action** | **Check**  |
| 1 | Is the essay within 4000 words? |  |
| 2 | Is there a Contents page? |  |
| 3 | Are all pages numbered? |  |
| 4 | Are all diagrams, charts and graphs indexed and labeled and sources referenced where applicable? |  |
| 5 | Are all necessary terms defined/explained? |  |
| 6 | Is every reference cited in APA style? |  |
| 7 | Are your references cited ***consistently*** and ***correctly*?** |  |
| 8 | Does the Bibliographyinclude ***all and only*** the works of reference you have consulted? |  |
| 9 | Does the Bibliographyspecify ***author(s), title, and date of publication******and publisher*** for every reference? |  |
| 10 | Are the Bibliographysources cited ***consistently*** and ***correctly?*** |  |
| 11 | Does the Appendixcontain only relevantinformation**?** |  |
| 12 | Are all references to the Appendix clearly ***cross‑referenced*** and ***labeled*?** |  |
| 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 | Is your Abstract within 300 words? |  |
| 20 | Does your Abstractcontain the ***research question*** (in bold),the ***scope of the investigation*** and ***the conclusion reached*?** |  |