

World Lit Submission Checklist

Name _____

√	Preliminary Steps
	IB cover sheet form ___ download for <u>your</u> 11IB teacher ___ complete ALL purple boxes ___ EXCEPT word count, date and signature ___ print 2 copies of cover form
	Reflective statement ___ name AND candidate number AND page number on every sheet ___ print 2 copies of reflective statement
	Final essay ___ create electronic file ___ "save AS" to folder per instructions ___ title page per instructions ___ header/footer per instructions ___ margins per instructions ___ body per instructions ___ DOUBLE-SPACED ___ bibliography per instructions
	Revisions complete ___ keep all printed/edited versions ___ keep all revision logs
	Word count 1200-1500
	NO avoidable errors and ___ all sources honestly referenced
	Print 2 copies of final essay

√	Final Steps
	Supervised write ___ highlight connection to your final essay (comment if necessary) ___ one copy needed
	IB cover sheet form ___ enter word counts on both copies IN PEN ___ enter number of sheets that will be attached (manuscript, see below) ___ sign and date candidate section of both copies IN PEN
	Assemble TWO complete, identical copies of manuscript <i>in this order</i> : ___ IB cover sheet, signed and dated in PEN with word count (placed first) ___ reflective statement ___ title page ___ essay with bibliography (placed last) ___ stapled neatly and firmly
	Compile folder ___ Left pocket: supervised write AND original reflective statement AND last year's final paper ___ Right pocket: revision log AND all print copies showing revisions/additions AND this completed checklist ___ Loose in center of folder: the TWO complete identical manuscripts
	Turn in folder to teacher and celebrate!