

Name: _____ Topic: _____
 Teacher: _____ Block: _____

Total: /10

WORKS CITED EVALUATION CHECKLIST

For Citation examples refer to the How To Guides on the Templeton Library Website.

GENERAL APPEARANCE (2 pts)	STUDENT <input checked="" type="checkbox"/>	TEACHER EVALUATION & COMMENTS
TITLE AT TOP OF THE PAGE "Works Cited" <ul style="list-style-type: none"> Centered / Not Bolded / Not underlined For Templeton Assignments include Subject/ Topic. 		
<ul style="list-style-type: none"> SPACING – Everything is Double Spaced Between Title of Page & 1st entry, lines in the entry, and between entries 		

FORMAT (7 pts) [1/2 mark deducted for each error]	STUDENT <input checked="" type="checkbox"/>	TEACHER EVALUATION & COMMENTS
<u>ALPHABETICALLY ARRANGED</u> <ul style="list-style-type: none"> Alphabetize all resources by the first keyword (Usually the Author's last name / or <i>Title</i> when no author is mentioned.) Do not separate by type of resources Do not use bullets / Do not number entries Do not file / arrange by "a", "an", "the" 		
<u>HANGING INDENT</u> Entry begins at left margin , then when you run out of space the 2 nd , 3 rd , & any other lines are indented 5 (five) characters / spaces.		
<u>PUNCTUATION</u> <ul style="list-style-type: none"> "Quotations" – for encyclopedia, magazine & newspaper articles, as well as for "Web Page article" Periods / Commas / Colons in correct location. 		
<u>TITLES OF RESOURCES ARE ITALICIZED</u> <i>Titles of Books / Magazines / Newspapers / Web Sites</i>		
INFORMATION IS COMPLETE* & IN THE CORRECT ORDER <ul style="list-style-type: none"> Books: Author, <i>Title</i>. Publisher, Date. Websites: Author. "Title of Web Page." <i>Website Title</i>. Sponsoring Institution (i.e. Publisher), Date website was updated / published, URL, Accessed dd Mon. Year. Databases: Author's Last Name, First Name. "Title of Article / Page." <i>Title of Original Source</i>. Publication Year for Original Source, <i>Database</i>, Access Date: dd Month Year. Author: Last Name, First Name. URLs – Do not hyperlink / Do not include http:// prefix Format for Dates: dd Mon. Year Publication Information: Publisher, Date. 		

RESOURCES (1 pt)	STUDENT <input checked="" type="checkbox"/>	TEACHER EVALUATION & COMMENTS
A Variety of Resources Used: [Books, Encyclopedias / Database References / Websites, etc.]		
Minimum # required for this assignment: _____		

* Note: When information is unavailable, continue with the next item in the citation.
 Do not use "n/a" for a replacement.