

ANNOTATED BIBLIOGRAPHY CHECKLIST

Name: _____

NOTE: You will turn in this sheet on Monday, December 2. I will take it as a completion grade (100 or zero).

All four sources should be contained in ONE document, and you should initial for each following criteria/pointers below *before* submitting your project to turnitin.com.

CRITERIA/POINTERS	Your Initials
FORMATTING	
12 point font	
Times New Roman font (consistently throughout—no changes partially through the paper)	
Last name and page number in upper right-hand corner. Example: <div style="text-align: right;">Carr 1</div>	
Header: My Name, Mrs. Carr, Course Name, 22 November 2019 (Note: The header should be double-spaced and on the first page only – see example on the class website)	
Centered Title (it can be as simple as Annotated Bibliography or it can be related to your topic). Example: <div style="text-align: center;">Annotated Bibliography</div>	
Entire paper is double-spaced (no more, no less!)	
SOURCES	
Hanging indent – should <i>always</i> start with the author if you know the author	
Alphabetical order	
ANNOTATIONS	
Standard indent	
True summary of article (see the “How to Write a Summary” handout for additional pointers)	
Explanation of relevance (in which you restate your research topic/question). Example: Because I was interested in researching _____, this article is relevant [and then use the rest of the paragraph to explain WHY it’s relevant].	
Discussion of credibility (should not include “has good grammar” or “is mechanically sound” as a basis for credibility)	
When you reference the article, book, or report, you punctuate it the same way you did in the citation (for example, if it’s an article, it should be in quotation marks)	
You do not refer to the author by his/her first name	
You have a balance of paraphrasing and quotes (you really should only quote the article when the author says something particularly powerful and/or you cannot figure out a way to restate it).	
You have read your annotations aloud or had a trusted friend review them to insure they do not contain careless errors (and, in some cases, to insure they actually make sense)	
When possible, you have included page numbers for all direct quotes. Here is an example: Jones states, “We are in an era of change” (342).	
A FINAL CHECK	
Go through the annotation feedback handout, as well as the feedback I submitted via turnitin.com (if you turn in an annotation with the exact same mistake that you made when you turned in the draft, that will show me that you did not take the feedback seriously); if you made all suggested fixes, initial	
Initial once you have reviewed the rubric to see exactly how you will be assessed (of course, make changes and additions, as necessary)	

