

Name(s): \_\_\_\_\_

Topic: \_\_\_\_\_

## **Annotated Bibliography Checklist**

Prior to turning in your next draft of your Annotated Bibliography, please verify the following steps and formatting that should be completed. If any of the following are not checked or completed, we will not edit your bibliography until they are done.

|   |   |
|---|---|
|   | Any corrections from previous drafts have been fixed (if applicable).   |
| <b>Headings, Citations, and Annotations</b> |   |
|   | Sources are separated by <b>Primary</b> and <b>Secondary</b> sources.   |
|   | The headings <b>Primary</b> and <b>Secondary</b> are bold and underlined.   |
|   | Citations are separated by type ( <b>book, website, image</b> , etc.) in subheadings.   |
|   | The subheadings ( <b>book, journal, magazine</b> etc.) are bold.  |
|   | Citations are alphabetized (ABC order) by the <u>first letter</u> of the citation under each type/sub-heading, and citations are capitalized properly. <ul style="list-style-type: none"> <li>a. Skip to the first important word (not "The," "A," or "An") when placing names of groups or names as authors.</li> <li>b. If you have numbers in your citations, pretend they start with the letter of that number. E.g. 50 = pretend it starts with Fifty, and alphabetize based on that.</li> </ul> |
|   | Citations follow the MLA format. You can use <a href="#">EasyBib</a> or <a href="#">Cite This For Me</a> to help cite your sources.   |
|   | Each annotation should be two to three sentences. <ul style="list-style-type: none"> <li>a. One sentence about what the source is and what you learned from it.</li> <li>b. Another sentence is about how it was used in your project. You may not know the second part at the start of your research yet.</li> </ul>   |
| <b>Indenting, Font, and Spacing</b>         |   |
|   | The first line of each citation is all the way to the left margin;  |
|   | The second line, third line, etc., of the citation is tabbed in one time; you used a hanging indent for your citations.   |
|   | The entire annotation is tabbed/indented in one time.   |
|   | The font is a 12 point font and in Times New Roman.   |
|   | Document is single spaced throughout  |
| <b>Writing Style</b>                        |   |
|   | Annotations begin with varied words and phrases.  |
|   | Annotations are written in complete sentences and are free of convention errors (spelling, punctuation, grammar, and capitalization).   |

|   |  |
|---|--|
| Bibliography turn-in date (printed copy due in class) |  |
| Total number of sources needed (primary + secondary)  |  |
| Total number of <u>primary sources</u> needed         |  |
| Total number of annotations needed                    |  |