Checklist for citations

* Works Cited at the top, center
* All fonts and styles the same
* All important words capitalized
* Italics for titles of books, web pages, databases and magazines
* Internet dates in this format: 5 Sept. 2013. (may abbreviate months longer than 4 letters)
* Web is used for all online sources; Print for printed material
* Punctuation at the end of each piece and period the end of the citation
* Quotes around names of articles
* Alphabetical order by first word (exclude A, An, The)
* Double space between all lines
* Use hanging indentation if longer than one line

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| --- | --- | --- |
| \_\_\_\_\_/1 | Correct Citation format used | \_\_\_\_\_\_MLA \_\_\_\_\_APA |
| \_\_\_\_\_/1 | Title  \_\_\_\_ centered \_\_\_\_ titled Works Cited |  |
| \_\_\_\_\_/1 | Font  \_\_\_\_\_ same size for entire document \_\_\_\_\_ same style for entire document |  |
| \_\_\_\_\_/1 | Alphabetical Order |  |
| \_\_\_\_\_/2 | Spacing  \_\_\_\_ hanging indentation  \_\_\_\_ double spaced on whole page |  |
| \_\_\_\_\_/4 | Each Citation  \_\_\_\_ dates in correct format  \_\_\_\_ all information is present and necessary \_\_\_\_ all information is in correct order \_\_\_\_ all punctuation is correct |  |
| **\_\_\_\_\_ /10 TOTAL** | | |

Works Cited Rubric