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

Works Cited Rubric

_____/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**	