

Name _____ Grade _____
 Teacher _____

Works Cited / Source Rubric

CC Writing Standard 9-12 Research to Build and Present Knowledge 8:
 Gather relevant information from multiple, authoritative print and digital sources ... and follow a standard format for citation.

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
- 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		
____/1	Correct Citation format used	____ MLA ____ APA
____/2	Title ____ centered ____ titled Works Cited	
____/2	Font ____ same size for entire document ____ same style for entire document	
____/5	Alphabetical Order	
____/2	Spacing ____ hanging indentation ____ double spaced on whole page	
____/8	Each Citation ____ dates in correct format ____ all information is present and necessary ____ all information is in correct order ____ all punctuation is correct	
____/20 TOTAL		
Sources: Relevant, multiple, authoritative		
____/2	Sources are relevant to topic	
____/3	Used a variety of sources; print and digital	
____/5	Sources are reliable	
____ 10 TOTAL		