Annotated Bibliography Check List

Name(s): ____________________________________________
Topic: ____________________________________________

* 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!

_____ : Any corrections from previous drafts have been fixed (if applicable)
_____ : Sources are separated by Primary and Secondary Sources
_____ : Sources are separated by type (book, website, photo etc.-also alphabetized)
_____ : Sources are alphabetized by the first letter of the citation under each sub-Section
_____ : 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.
_____ : The entire annotation is tabbed in one time
_____ : Annotations begin with varied words and phrases
_____ : Annotations are written in complete sentences
_____ : The Headings (Primary and Secondary) are bold and underlined
_____ : The Sub-headings (book, journal, magazine etc.) are bold
_____ : The font is 12 point font, Times New Roman

Bibliography Turn-In Date (Printed copy due in class): _____________________
Total Number of Sources Needed: _______
Total Number of Primary Sources Needed: _______
Total Number of Annotations Needed: _______ (If trying to qualify for Regionals, all should be annotated)