

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)