

# 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
____/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	
<b>____/20</b>	<b>TOTAL</b>	