

# Final Annotated Bibliography Checklist

- \_\_\_ 1. Topic present?
- \_\_\_ 2. Research question present? In question form? Makes sense with thesis?
- \_\_\_ 3. Thesis statement correct based on the criteria below?
  - \_\_\_ sentence begins with "Because"
  - \_\_\_ statistic, fact, or criteria follows "because"
  - \_\_\_ statistic, fact, or criteria is followed by a comma
  - \_\_\_ states who is responsible to change the problem
  - \_\_\_ states what the responsible party should do

**Example:** Because forty percent of domesticated animals are abused and neglected each year, the Federal Government should impose laws that force individuals to maintain a license to own a pet.
- \_\_\_ 4. Reader Understanding (present, understandable, specific?)
- \_\_\_ 5. Reader Response (present, understandable, specific?)
- \_\_\_ 6. Minimum of 10 sources, in alpha order based on author's last name.
- \_\_\_ 7. Sources are varied (meaning there are no two sources from the same website and there are no two sources from the same author).
- \_\_\_ 8. Sources are from credible websites; no About.com, encyclopedias, etc. These sources should have come from info-trac (on our school website), Google Scholar, or be a credible source on the internet. ("Billy Bob's" website on the topic of interest is NOT allowed.)
- \_\_\_ 9. Source citations are in MLA format.
  - \_\_\_ Titles of books are italicized or underlined
  - \_\_\_ Titles of articles are in quotation marks
  - \_\_\_ Titles of books, publishers, etc. have capital letters
  - \_\_\_ If source is on the web, a URL is attached.
  - \_\_\_ Hanging indents are used for citations longer than one line.
  - \_\_\_ Author's are identified by last name, first name.
- \_\_\_ 10. Source titles and explanations relate SPECIFICALLY to the thesis
- \_\_\_ 11. The paragraph below the citation tells the following:
  - \_\_\_ What the source is about (summary)
  - \_\_\_ How the sources relates to the thesis statement
  - \_\_\_ Why the author is credible (resume/credentials):
    - \_\_\_ Degree (s) and field of focus
    - \_\_\_ Experience with research subject
    - \_\_\_ Other written works listed.
  
  - \_\_\_ Has at least 3-4 sentences.
  - \_\_\_ Is indented 5 spaces.
  - \_\_\_ Facts only; no student opinions.

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- \_\_\_\_ 12. There is a header with the student's last name, followed by a space followed by the page number in the top right-hand corner of every page.
- \_\_\_\_ 13. On the first page, students should have their first and last name in the top left-hand corner followed by the teacher name, class name, and the date written like this: day month year (example: 28 February 2012).
- \_\_\_\_ 14. Entire paper is double-spaced.
- \_\_\_\_ 15. There should be ONE extra line space at the end of each source, for easier reading/grading.
- \_\_\_\_ 16. Entire paper is written in Times New Roman or Ariel, size 12 font.
- \_\_\_\_ 17. Entire paper is written in black ink (consistently throughout).
- \_\_\_\_ 18. Grammar is correct:
- \_\_\_\_ No Fragments
  - \_\_\_\_ No Run-on sentences
  - \_\_\_\_ No Comma Splices
  - \_\_\_\_ Pronoun-antecedent agreement
  - \_\_\_\_ Active voice instead of passive voice.
  - \_\_\_\_ Sentences should vary in length.
  - \_\_\_\_ Sentences should flow.
  - \_\_\_\_ "Caps and ends"
  - \_\_\_\_ No prepositions at the ends of sentences.
  - \_\_\_\_ Correct usage of there, their, and they're.
- \_\_\_\_ 19. Mentor signature is on **this check-list twice** (see below).
- \_\_\_\_ 20. Final Annotated Bibliography packet is organized in this fashion from top to bottom:
1. Final Annotated Bibliography Rubric
  2. Final Annotated Bibliography
  3. This check-list
  4. Rough drafts in order from most recent to very first (which had only 5 sources and a rubric attached to it).

**Mentor Signature:** \_\_\_\_\_  
(Mentor read Ann. Bib., went over check-list, and offered suggestions towards change)

**Mentor Signature:** \_\_\_\_\_  
(Mentor has seen the FINAL annotated Bibliography to be turned in to the teacher. This means corrections are completed and correct, according to mentor).