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).