SHORT ANNOTATED BIBLIOGRAPHY FORMATTING CHECKLIST

Rev. 2.2023

Note that Short Annotated Bibliographies are NOT submitted to format reviewers.

0. SOFTWARE REQUIREMENTS *(Short Annotated Bibliography Guidelines page 2)*

Yes	No	
		Short annotated bibliography is in a **Microsoft Word** document.

1. DOCUMENT OVERVIEW *(Short Annotated Bibliography Guidelines page 3)*

Yes	No	
		Title appears at top of first page
		Body is comprised only of short annotations
		Font: 12 pt. Times New Roman
		1” margin on the left for all pages
		1” margin on the right for all pages
		1” margin on the bottom for all pages
		1” margin on the top for all pages
		Body text begins at the top of each page below the margin.
		Header/Footer margins: .75” (¾ inch)

2. PAGE NUMBERS/PAGINATION *(Short Annotated Bibliography Guidelines page 3)*

Yes	No	
		Page numbers are assigned to all pages. Arabic numeral appears sequentially **in the upper right corner at the top of the page** beginning with the number one.

3. TITLE *(Short Annotated Bibliography Guidelines page 3)*

Yes	No	
		Title is in ALL CAPS

		Centered at the top of the first page of text, list the student's name and the program term for which it applies (e.g. Winter/Spring 2023).
		There is no cover page for the short annotated bibliography.

4. SHORT ANNOTATIONS *(Short Annotated Bibliography Guidelines page 3)*

Yes	No	
		Works cited should be referenced according to MLA style. Refer to the most current *MLA Handbook* for formatting guidelines and examples to determine the appropriate format based on the type of work being referenced (e.g. book, anthology, short story in a journal).
		Entries must be listed in alphabetical order of first element (e.g. author surname, title of work, etc.) as per MLA style. For multiple works by the same author, order them according to alphabetization of title, according to MLA handbook. Give the author's name in the first entry only. Thereafter, in place of the name, type three hyphens (---) or three em dashes (———). They stand for exactly the same name as in the preceding entry.
		Citations must use a .5" hanging indent from the left margin for second and subsequent lines.
		Annotation paragraphs are indented from the citation *an additional* .5" from the hanging indent (1" from the left margin) per MLA guidelines as shown in example.
		Different than MLA specifications: Works Cited in AULA MFA short annotated bibliographies must be single-spaced ***within*** citations and double-spaced ***between*** the citations. This means that citations and annotations should appear the same way body text in a document would. Then, between each component, there should be an additional line space to create white space denoting separation.

5. SUBMISSION *(Short Annotated Bibliography Guidelines page 4)*

Yes	No	
		Submitted to your mentor via email.