

Works Cited Rubric

	Exceeds Criteria- 10	Meets Criteria- 7	Approaches- 3	Doesn't Meet- 0
Title of Page	Works Cited title is typed & centered at the top of the page with your name typed in the upper right corner.	Works Cited title is typed but contains an error such as not centered, not capitalized correctly or spelled correctly OR name typed but is not in the upper right corner.	The title or name is missing.	Both title and name are missing.
Alphabetical Order of Citations	All citations are in alphabetical order by the first word of the citation (excluding a, an, and the).	Most citations are in alphabetical order by the first letter of the citation (excluding a, an, and the).	Some citations are in alphabetical order by the first letter of the citation (excluding a, an, and the).	Works Cited is not alphabetized.
Indentation of Lines	All citations begin at the left margin with the following lines in a hanging indent.	Most citations begin at the left margin with the following lines in a hanging indent.	Citation indentation is reversed, with the first line indented and the following line at the margin.	No indentation of lines.
Order of Elements of the Citation	All the citations have the required elements in the proper order.	Most of the citations have the required elements in the proper order.	Some of the citations have the required elements in the proper order.	None of the citations have the required elements in the proper order.
Completeness	All sources and pictures are cited with proper elements of a citation.	Most sources and pictures are cited with proper elements of a citation.	Some sources and pictures are cited with proper elements of a citation.	None of the sources and pictures are cited with proper elements of a citation.
Spelling, Capitalization, & Punctuation	All citations contain the proper spelling, capitalization & punctuation.	Most citations contain the proper spelling, capitalization & punctuation.	Some citations contain the proper spelling, capitalization & punctuation.	None of the citations contain the proper spelling, capitalization & punctuation.
Double Spaced	Works Cited is double-spaced w/ no extra spaces between sources.	Works Cited is doubled spaced but with extra spacing between entries.	Works Cited is only doubled spaced between all sources, not throughout.	Works cited is not double-spaced.
Font	The same legible font is used throughout the works cited.	Two different legible fonts are used in the works cited.	More than two fonts are used or part of the works cited is illegible.	Font used is illegible.
Font Size	Size 12 Font is used.	Size 12 font is used on more than ½ of Works Cited.	Size 12 font is used on less than ½ of Works Cited	Size 12 font is not used.
Separate Page	Printed on a separate 8½ by 11 page.	Printed on a separate page but not 8 ½ by 11, or printed horizontally.	Works Cited is printed on a slide of the PowerPoint.	Works Cited is not printed.