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| --- | --- | --- | --- | --- |
|  | **4 – Excellent** | **3 – Very Good** | **2 – Satisfactory** | **1 – Unsatisfactory** |
| **Sources** | | | | |
| * Sources selected are both credible and relevant | All sources are  credible and relevant | 1 source is not  credible or relevant | 2 sources are not  credible or relevant | 3 or more sources are not  credible or relevant |
| * Requirements for number and types of sources are met | All requirements are  met | 1 requirement is not  met | 2 requirements are  not met | 3 or more requirements  are not met |
| * At least 1 intext citation for each source in the Works Cited | All sources are cited | At least 1 source  is not cited | 2 sources are not cited | 3 sources are not cited |
| **Works Cited Page Format** | | | | |
| * Works Cited list is on a separate page * Title, Works Cited, is centered at the top * Name and page number are at the top, right-hand corner of page * Font is consistent throughout (12-pt. Times New Roman) * Citations are in alphabetical order by the last name of each author * There is double spacing between citations * There is double spacing within each citation * After the first line of each citation, all additional lines are indented 5 spaces (“hanging indention”) | All formatting  elements are correct | At least one formatting element is not correct | 2 formatting elements are not correct | 3 or more formatting elements are not correct |
| **Citation Format (MLA)** | | | | |
| * Each citation includes all required elements * Elements within each citation are in the required order * All dates are properly formatted * Italics and quotation marks are used properly for titles * Proper capitalization and punctuation are used | All citation elements  are consistently  correct | Most citation  elements are  consistently correct | Some citation  elements are  consistently correct | Few citation elements are  consistently correct |
| **Parenthetical (or In-Text) References** | | | | |
| * A parenthetical reference is inserted whenever paraphrased or quoted materials are used | All sources are  properly credited | 1 source is not  properly credited | 2 sources are not  properly credited | 3 or more sources are not  properly credited |
| * Each parenthetical reference matches the beginning of a corresponding entry in the Works Cited list | Every parenthetical  matches a Works  Cited entry | 1 parenthetical does  not match a Works  Cited entry | 2 sources do not  match a Works Cited  entry | 3 or more sources do not  match a Works Cited entry |
| * References are inside sentence punctuation (except for block quotes) * Titles are in quotes or italics (as appropriate) * Page numbers are listed for print sources | All parenthetical  citations are properly  formatted | Most parenthetical  citations are  properly formatted | Some parenthetical  citations are properly  formatted | Few parenthetical  citations are properly  formatted |