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| --- | --- | --- | --- | --- |
|  | **4 – Excellent** | **3 – Very Good** | **2 – Satisfactory** | **1 – Unsatisfactory** |
| **Sources** |
| * Sources selected are both credible and relevant
 | All sources arecredible and relevant | 1 source is notcredible or relevant | 2 sources are notcredible or relevant | 3 or more sources are notcredible or relevant |
| * Requirements for number and types of sources are met
 | All requirements aremet | 1 requirement is notmet | 2 requirements arenot met | 3 or more requirementsare not met |
| * At least 1 intext citation for each source in the Works Cited
 | All sources are cited | At least 1 sourceis 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 formattingelements 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 elementsare consistentlycorrect | Most citationelements areconsistently correct | Some citationelements areconsistently correct | Few citation elements areconsistently correct |
| **Parenthetical (or In-Text) References** |
| * A parenthetical reference is inserted whenever paraphrased or quoted materials are used
 | All sources areproperly credited | 1 source is notproperly credited | 2 sources are notproperly credited | 3 or more sources are notproperly credited |
| * Each parenthetical reference matches the beginning of a corresponding entry in the Works Cited list
 | Every parentheticalmatches a WorksCited entry | 1 parenthetical doesnot match a WorksCited entry | 2 sources do notmatch a Works Citedentry | 3 or more sources do notmatch 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 parentheticalcitations are properlyformatted | Most parentheticalcitations areproperly formatted | Some parentheticalcitations are properlyformatted | Few parentheticalcitations are properlyformatted |