

Name _____

Teacher _____

BIBLIOGRAPHY WORKSHEET and RUBRIC

BOOK

Author's last name, Author's first name. Title of Book. City of Publication:
Publisher, Copyright Date.

Example:

Sperry, Armstrong. All About the Arctic and the Antarctic. New York: Random House,
1995.

| _____

WEB SITE

"Name of this Page." Name of the entire site. Month Year you visited the site
<http:// address of the website>.

Example:

"The Adirondacks." I ♥ NY. January 2011 < http://iloveny.com >.

| _____

- *On lined paper, please rewrite your bibliography entries to create a final draft to hand in.*
- *Include a heading with Bibliography (spelled correctly) and your name and teacher code.*
- *List your sources in alphabetical order, based on the first letter in the entry.*
- *Remember to start each entry lined up on the margin and indent the second line, if needed.*
- *Remember to skip lines between sources.*

Bibliography checklist

Before handing in your bibliography, put a check after each reminder if you have done it:

- I have written my first name, last name, and teacher name on the paper. _____
- I have written the word Bibliography at the top of the paper, and spelled it correctly. _____
- I have listed at least 2 sources - a book and a website. _____
- I have checked the Bibliography Worksheet and included all necessary information for each source. _____
- I have alphabetized my entries. _____
- I have skipped lines between sources. _____
- My entries are lined up on the margin, and any line after the first is indented. _____
- I am handing in my neatest possible work. _____

Bibliography grading rubric					
Heading:	First name = 1 point	Last name = 1 point	Teacher name = 1 point	"Bibliography" heading, spelled correctly = 1 point	
Formatting:	Alphabetical order = 1 point.	First lines on left margin = 1 point.	Second lines indented = 1 point.	Lines skipped between entries = 1 point.	
	4 points	3 points	2 points	1 points	Your score:
Sources:	Required number of sources included.				
Elements:	All necessary elements present. (Author, title, etc.)	Most of the necessary elements present.	Some of the necessary elements present.	Few of the necessary elements present.	
Punctuation and underlining:	All punctuation and underlining correct.	Nearly all punctuation present.	Some punctuation present.	Little punctuation present.	
Neatness, spelling, capitalization:	Very neat; no misspellings, titles and names capitalized.	Quite neat; few misspellings or missed capitals.	Fairly neat; some misspellings or missed capitals.	Not neat; many misspellings; many missed capitals.	
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