

Works Cited and Works Consulted Rubric #1

Name _____

This rubric will help you learn to create proper Works Consulted and Works Cited pages.

Points	3 Points	2 Points	1 Point	0 Points	Score
	Meets All Criteria	Meets Some Criteria	Approaches	Doesn't Meet	
Title of Page	Works Cited or Works Consulted title is centered at the top of the page. It is not bolded or in italics or underlined. Name and page number is correct on right corner.	Works Cited or Works Consulted title is not centered or another title is used. Name and page appear near corner. Font or other issues.	The page has a title and a name.	Citations are put on the last page of the paper.	
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). Most works are properly listed.	Some citations are in alphabetical order by the first letter of the citation (excluding a, an, and the).	No appearance of alphabetization.	
Indentation of Lines and vertical spacing	All citations begin at the left margin with the following lines in a hanging indent of a half inch. The second line of any citation is double spaced. All spacing is double spacing.	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.	
Completeness of Citations	All citations have all the required elements.	Most citations have all the required elements.	Some citations have all the required elements.	None of the citations have all the required elements.	
Order of Elements of the Citation	All the citations have the required elements in the proper order.	Most the citations have the required elements in the proper order.	Some the citations have the required elements in the proper order.	None of the citations have the required elements in the proper order.	
Punctuation and word spacing (horizontal)	All citations contain the proper punctuation and are spaced properly.	Most citations contain the proper punctuation. Most of the spacing is correct.	Some citations contain the proper punctuation.	None of the citations contain the proper punctuation.	
Completeness	All sources are cited.	Most sources are cited.	Some sources are cited.	None of the sources are cited.	
Total score and notes					