

	4 Skilled	3 Proficient	2 Developing	1 Inadequate
Indentation and Headings	Citation page is titled Works Cited. Sources are typed with hanging indents; correct headers on every page; page double-spaced; margins 1"	Pages typed with few errors with margins, indentation, spacing, Works Cited title and headers	Numerous errors with margins, indentation, spacing and/or Works Cited title and headers	Pages hardly resemble proper format in terms of margins, double-spacing, indentation, Works Cited title and headers
Works Cited: Alphabetization	Citations are alphabetized correctly and presented without numbering	Citations are alphabetized with minor errors and presented without numbering	Citations are not alphabetized or are numbered	No effort was made to present citations in the proper order
Works Cited: Punctuation	Punctuation on Works Cited page is entirely accurate	Minor punctuation errors in citations	Many punctuation errors in citations	Little regard was given to punctuating citations correctly
Works Cited: Source Reliability	All sources are accurate and reliable.	Sources are mostly accurate and reliable.	Some sources are accurate and reliable--some are not.	Most or all sources are inaccurate and/or unreliable.
Works Cited: Source Number and Variety	Number of sources and variety exceeds expectations.	Number of sources and variety adequately meets expectations.	Number and/or variety of sources is below expectations.	Over-reliance on one type of source or use of an inadequate number of sources.
Works Cited: Citation Information	All citations contain all required information in the right sequence.	Most citations contain required information. Some omissions, extra information, and/or improper sequence.	Few citations are written accurately with correct information or in the right sequence.	All citations have inaccurate, missing, or extra information and/or are written out of sequence.