CITATION CHECKLIST

Use the following questions to double-check your work.

Did you-

1. ________ Center the heading: Works Cited
2. ________ Double-space the page
3. ________ Create 1” margins
4. ________ Indent second, third, etc. lines of citation
5. ________ Capitalize authors’ names
6. ________ Capitalize important words in titles
7. ________ Italicize book titles and website titles
8. ________ Include URL for online websites and databases
9. ________ For online resources- include the word-Accessed and the date on which you accessed the source.

See examples below--

Common Citation Examples:


Rate Your Secondary Source: 1=Excellent 2=Mediocre 3=I better get another source

1. _____ Academic and Scholarly Source
2. _____ Gathered through print and online resources available from North’s Library, an affiliated library, or educational institution
3. _____ A portion of this source is directly related to my thesis (syn)
4. _____ This source is a critical analysis, essay, or commentary—not a summary or overview, or character description for the work that you are studying.