**Annotated Bibliography Time Management Tips**

* It may take you a while to find sources and you may have to use a lot of different key words. Make sure you type “pdf” at the end to get more credible results.
* Do not run away from long texts. Read the most important parts and skim other parts.
* You should spend at least 20 minutes to 1.5 hours reading and making notes about EACH source.
* I wouldn’t procrastinate if I were you.
* I am deducting 15 points from the final grade for late assignments.
* If even ONE of your summaries is plagiarized, you will receive a ZERO.
* Turn in a draft with at least 4 sources by next Friday May 10th.

**Assessment Rubric for Annotated Bibliography**

***(Students will only turn in their annotated bibliography.***

***I do not need your sources, unless it is a book or a document that is not accessible online.)***

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| **CATEGORY** | **20** | **16** | **12** | **8** | **4** |
| **Quantity of sources** | Document cites the number of sources outlined in the assignment. | Document is either one source over or under the required number of sources. | Document is two to three sources over or under the required number of sources. | Document is four to five sources over or under the required number of sources. | Document is more than five sources over or under the number of required sources. |
| **Quality /Reliability of Sources** | All sources cited can be considered reliable and/or trustworthy. | Most sources cited can be considered reliable and/or trustworthy. | Some sources can be considered reliable and/or trustworthy. | Few sources cited can be considered reliable and/or trustworthy. | Little or no reliable and/or trustworthy sources cited. |
| **Relevance of**  **Sources** | All of the sources relate to the topic and provide a wealth of insightful information. | Most of sources relate to the topic and provide a sufficient amount of information. | Some of the sources are relevant and some of the information is useful. | Many of the sources are not relevant and do not provide a sufficient amount of information. | The sources were not relevant to the assignment. |
| **Writing fluency of annotations**  **(Includes summary, quotes, and examples)** | All annotations are thoughtful, complete, and well written. | Most annotations are thoughtful, complete, and well written. | Some annotations are well written but some are lacking in completeness, thought, and /or writing quality. | Most annotations are lacking in completeness, thought, and/or writing quality. | All annotations are lacking in completeness, thought, and/or writing quality. |
| **MLA Guidelines** | Citations are formatted correctly in the document. | There are a few formatting errors in the document’s citations. | There are some formatting errors in the document’s citations. | There are many and/or frequent formatting errors in the document’s citations. | There is little or no adherence to APA format in the document. |

**Annotated Bibliography Graphic Organizer**

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