

## Annotated Bibliography Checklist

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Use the following list to make sure your annotated bibliography meets all requirements.

- Make sure all margins are set at one inch.
- Make sure you have the page numbers formatted in the upper right of your header. (Tools, document set-up)
- Make sure your heading is formatted correctly. (See example for format. Notice that it is a heading. This is different than a header. Do not type the information into your header.)
- Make sure you have two separate titles, one before your resources for your governmental system and one before your political leader resources.
- Make sure the entire document is typed in Times New Roman and at 12-point font.
- Make sure everything is double-spaced. Make sure there are NO extra spaces.
- Look at the citation information for your three (or more) governmental system resources. Look at the first letter of each citation. These need to be listed in alpha order according to those letters. Copy/paste to reorder if needed. Do the same with your resources for your political leader. These lists are separate from each other and are alphabetized as such.
- You need to use what's called a *hanging indent*. This means only the first line of a citation is justified all the way to the left. If the citation exceeds one line, all other lines are indented 1/2 an inch. The paragraphs under the citation should also be indented as well. (If this totally confuses you, look at the example.)
- Make sure you have two paragraphs after each citation. The first is a summary. The second is your reflection of how you can use this information in relation to the book. (What similarities did you learn about that government system in comparison to the one in LOTF? What similarities did you find between your political leader and the character you have chosen?)
- Make sure your document is titled and not just called "Blank." Title it first name, last name, LOTF Annotated Bibliography. (Ex. Sarah Martin LOTF Annotated Bibliography) You can do this on the documents screen by clicking on the title.