

How to Write an Annotated Bibliography Planning Worksheet

Assignment and Scope

- Copy the exact prompt and task verb

- Record the required length, source types, and citation style

- Define the focused question or purpose

Research and Planning

- Select sources

- Format citations

- Analyze each source

- State project relevance

Evidence and Quality

- Citations follow the required style

- Summary is accurate

- Evaluation is specific

- Limitations are identified

- Relevance is explicit

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Final Submission

- Verify every factual claim and citation

- Check links, headings, images, and PDF download

- Open the final uploaded file before submitting
