

**LEAP Rubric: Source Selection Bibliographies (January 14, 2013)**

Criteria	Accomplished - 4	Competent – 3	Developing - 2	Novice - 1	N/A - 0 (Not specified by assignment)	Scores
<b>Assignment Criteria / Breadth of Research (Score both 1a and/or 1b as defined by the assignment OR score 2). A minimum of four citations is required for scoring purposes.</b>						
<b>1a. Assignment Criteria: Number</b> Meets the requirements of the assignment regarding the number of resources expected by the course professor.	Exceeds minimum requirements of the assignment in number of resources by more than 50 percent.	Exceeds minimum requirements of the assignment in number of resources by less than 50 percent.	Meets minimum requirements of the assignment for number of resources.	Does not meet minimum requirement of the assignment for the number of resources.	Professor does not specify a minimum of resources. (Multiply by 0.5)	
<b>1b. Assignment Criteria: Types</b> Meets the requirements of the assignment regarding the types of resources expected, such as popular and scholarly articles, print, and various online sources.	Exceeds minimum requirements of the assignment regarding the types of resources selected.	Meets minimum requirement regarding the types of resources required for the assignment.	Does not meet the minimum requirement regarding the types of resources required for the assignment.	NA	Professor does not specify a minimum of resources. (Multiply by 0.5)	
<b>OR 2. Breadth:</b> Resources the student chooses for evidence represent a breadth of research in context of the topic.	Student has chosen a wide variety of information sources available and appropriate to the topic.	Student has chosen a variety of information sources available and appropriate to the topic.	Student has chosen a limited variety of information sources available and appropriate to the topic.	Student has relied on one type or source of information.	If 1a or 1b are not specified, then 2 must be scored.	

<b>Selection of Resources</b>						
<b>3. Selection of Resources - Relevancy:</b> Resources the student chooses for evidence (WM) are relevant to the research topic.	75 percent or more (i.e., 75-100%) of sources are appropriate for the topic.	50 percent or more, but less than 75 percent (i.e., 50-74%), of sources are appropriate for the topic.	25 percent or more, but less than 50 percent (i.e., 25-49%), of sources are appropriate for the topic.	Less than 25 percent of sources are appropriate to the topic.	Zero (0) cannot be used for this criterion	
<b>4. Selection of Resources - Currency:</b> Resources the student selects for evidence are timely regarding the topic, such as, but not limited to, recent sources for rapidly changing topics and sources with a broader scope of time for historical topics.	75 percent or more (i.e., 75-100%) of sources are appropriate for the topic.	50 percent or more, but less than 75 percent (i.e., 50-74%), of sources are appropriate for the topic.	25 percent or more, but less than 50 percent (i.e., 25-49%), of sources are appropriate for the topic.	Less than 25 percent of sources are appropriate to the topic.	Zero (0) cannot be used for this criterion	
<b>5. Selection of Resources - Authority:</b> Resources the student selects for evidence come from sources with credentials or expertise on the matter, such as, but not limited to, a government agency or higher education institution.	75 percent or more (i.e., 75-100%) of sources are appropriate for the topic.	50 percent or more, but less than 75 percent (i.e., 50-74%), of sources are appropriate for the topic.	25 percent or more, but less than 50 percent (i.e., 25-49%), of sources are appropriate for the topic.	Less than 25 percent of sources are appropriate to the topic.	Zero (0) cannot be used for this criterion	
<b>6. Selection of Resources - Objectivity:</b> Resources the student selects for evidence rely on factual information that do not contain bias or subjectivity; or overall, resources represent a balance of perspectives.	75 percent or more (75-100%) of sources are appropriate for the topic.	50 percent or more, but less than 75 percent (i.e., 50-74%), of sources are appropriate for the topic.	25 percent or more, but less than 50 percent (i.e., 25-49%), of sources are appropriate for the topic.	Less than 25 percent of sources are appropriate to the topic.	Zero (0) cannot be used for this criterion	

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<b>Annotations</b>						
<b>7. Annotations:</b> Writes descriptive (content summary), critical (author credentials, bias, timeliness), and evaluative (usefulness to student's research) annotations (Knight 2005).	Annotation includes in depth descriptive, critical, and evaluative commentary (Knight 2005).	Annotation includes descriptive, critical, and evaluative comments (Knight 2005).	Annotation includes two of the following: descriptive, critical, or evaluative comment (Knight 2005).	Annotation includes one of the following: descriptive, critical, or evaluative comment (Knight 2005).	Professor does not require an annotated bibliography.	
<b>Documentation</b>						
<b>8. Documentation:</b> Uses discipline-specific citation format (Writing Matters), or that specified by the instructor, with regards to mechanics (punctuation, capitalization, etc.) and elements (author, title, etc.)	On average, 0 - 1.00 mistake using discipline-specific citation format (Writing Matters) or that specified by the instructor.	On average, 1.01 - 2.00 mistakes using discipline-specific citation format (Writing Matters) or that specified by the instructor.	On average, 2.01-3.00 mistakes using discipline-specific citation format (WM) or that specified by the instructor.	On average, 3.01 or more mistakes using discipline-specific citation format (WM) or that specified by instructor, OR inappropriate or incorrect citation format (WM)	Zero (0) cannot be used for this criterion	
					<b>Score (Average omitting N/A criterion, zeros)</b>	

Documentation Details (Use to calculate Documentation final score)	Tally
Total number of references	
a) order of entries in list	
b) line spacing	
c) indentation	
d) punctuation	
e) capitalization	
f) spelling and abbreviations	
g) italics/underlining/quotes	
h) name(s) format	
i) date(s) format	
j) volume, issue, number, pagination format	
k) Uniform Resource Locator (URL) /digital object identifier (doi)/ publisher and place of publication format	
l) element order within entries	
m) insufficient or incorrectly selected bibliographic information	

Documentation Instructions:
[A] only applies to the entire reference list. Tally one (1) point for incorrect alpha order.
[B-M] count as one point for each citation. If a citation contains more than one error in the same category, it only counts once. Tally one (1) point for each citation that contains one of those errors. Therefore, consistent mistakes throughout the style are weighted more heavily than the isolated occurrence.
Add the number of tallies and divide by the number of citations. Assign the score based on the average number of errors per citation.