WHAT IS AN ANNOTATED BIBLIOGRAPHY?

A bibliography is a list of sources (books, journals, websites, periodicals, etc.) one has used for researching a topic. Bibliographies are sometimes called "references" or "works cited" depending on the style format you are using. A bibliography usually just includes the bibliographic information (i.e., the author, title, publisher, etc.).

An annotation is a summary and/or evaluation

WHY SHOULD I WRITE AN ANNOTATED BIBLIOGRAPHY?

To learn about your topic: Writing an annotated bibliography is excellent preparation for a research project. Just collecting sources for a bibliography is useful, but when you have to write annotations for each source, you're forced to read each source more carefully. You begin to read more critically instead of just collecting information. Writing an annotated bibliography can help you gain a good perspective on what is being said about your topic. By reading and responding to a variety of sources on a topic, you'll start to see what the issues are, what people are arguing about, and you'll then be able to develop your own point of view.

HOW DO I WRITE AN ANNOTATED BIBLIOGRAPHY?

First, locate and record citations to books, periodicals, and documents that may contain useful information and ideas on your topic. Briefly examine and review the actual items. Then choose TEN works that provide a variety of perspectives on your topic.

Cite the book, article, or document using APA style.

1. Double space the entire bibliography, including within the citations and annotations.
2. Hanging Indents are required for citations in the bibliography. That is, the first line of the citation starts at the left margin. Subsequent lines of the citation are indented 4 spaces.
3. At the end of the citation, press the Return Key to drop down to the next line (double spaced). Do not add a blank line.
4. The annotation is indented as a block, 2 additional spaces.
5. The right margin is the normal right margin of your document.

Once your citation is complete, you may begin your annotation by answering the questions below in paragraph form. Each category should consist of 2-3 complete sentences in the paragraph.

Summarize: Some annotations merely summarize the source. What are the main arguments? What is the point of this book or article? What topics are covered? If someone asked what this article/book is about, what would you say? (Answer in 2-3 complete sentences)

Assess: After summarizing a source, it may be helpful to evaluate it. Is it a useful source? How does it compare with other sources in your bibliography? Is the information reliable? Is this source biased or objective? What is the goal of this source? (Answer in 2-3 complete sentences)

Reflect: Once you've summarized and assessed a source, you need to ask how it fits into your research. Was this source helpful to you? How does it help you shape your argument? How can you use this source in your research project? Has it changed how you think about your topic? (Answer in 2-3 complete sentences)
SAMPLE ANNOTATED BIBLIOGRAPHY


The future of high school teachers in Illinois is uncertain due to the financial devastation that the state is currently undergoing. Governor Pat Quinn has estimated that 17,000 teachers throughout the state will lose their jobs, which equates to thousands of secondary education teachers being let go. Margaret Meyers confirms the current data that the Illinois government has proposed. The current statistics given for teacher employment has made me reconsider my future career choice as an English teacher. After further review of the future job market for teachers, I have decided to go into a career in computer science.


The World of Secondary Education supports the fundamental foundations of education, which are that every child has the ability to learn. Stephanie Miller provides many examples of ways in which student success is directly related to early academic involvement. After reading this book, I can attest that it is both useful and meaningful to secondary education. The book has a 2010 copyright date and the research conducted has been gathered in the last five years. This book provided me with an inside view of the World of Secondary Education. I am now better informed about my career choice and know that I have chosen the right career for me.


Ronald Peters helps teachers learn how to adopt traditional and nontraditional classroom management skills within their classroom. One of his traditional methods is transforming your classroom into a military boot camp in order to control the class and let students know who is in charge. Although Mr. Peter’s makes his methods appear research based, there is no evidence that any of his methods have been successful. I believe Mr. Peter’s is looking to transform America’s youth using methods that will be counterproductive to the learning process. His information was not helpful because I do not agree with his methods of classroom
management. After reading this book, I am more aware of the need for more non-traditional classroom management strategies.


Lucy Smith clearly identifies the importance of being an outstanding educator. She covers topics such as, how to deal with difficult parents, classroom management, teacher evaluations and positive collegial relationships. Ms. Smith has a background, that consist of 23 years of secondary education teaching as well as her doctorate in Curriculum and Instruction. On her webpage she provides extensive research based studies, that have proven to help secondary educators be successful in the classroom. This webpage gave me a broader outlook on the field of education. I understand the goals and expectations that are placed upon teachers and have a better understanding of the job that secondary teachers perform.


The Occupational Outlook Handbook provides a wealth of information on many careers, but the section on secondary education discussed the details on working conditions, qualifications, employment, job outlook and earnings. The job market for Secondary Education teachers varies by school, location and subject taught, making the future employment rate unknown. Due to the current state of education in Illinois, the information given is outdated and does not give me a clear understanding of what to expect from the job market. It was helpful with explaining the nature of the work and working conditions however, the accuracy of earnings and employment are questionable. I did not find this source as useful as other current sources.

After reading the information, I had more questions about my career choice.
Examples of APA Citations from Sources

Article from an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.


Newspaper Article


Online Encyclopedias and Dictionaries

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Hallam, A. *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Web site:

http://www.econ.iastate.edu/classes/econ501/Hallam/

index.html


Online Forum or Discussion Board Posting

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. "Message posted to..., archived at...").


Blog (Weblog) and Video Blog Post

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author’s name is not available, provide the screen name.


Wikis

Please note that the *APA Style Guide to Electronic References* warns writers that wikis (like Wikipedia, for example) are collaborative projects which cannot guarantee the verifiability or expertise of their entries.

Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.


Video Podcasts

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.


Basic Format for Books

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Note: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).


Edited Book, No Author


Article in a Magazine

Article in a Newspaper


Motion Picture

Basic reference list format:
Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.

Television Broadcast or Series Episode

Producer, P. P. (Producer). (Date of broadcast or copyright). Title of broadcast [ Television broadcast or Television series ]. City of origin: Studio or distributor.

Single Episode of a Television Series


A Television Series

Music Recording

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On Title of album [Medium of recording]. Location: Label. (Recording date if different from copyright date).


APA Reference Style Guide
Developed and maintained by Prof. Mike Strahan

Updated 6/15/2010
http://library.nmu.edu/guides/userguides/style_apa.htm