

How to Prepare an Annotated Source List

Taken from: Olin and Uris Libraries, Cornell University, Ithaca NY 14853
<http://www.library.cornell.edu/olinuris/ref/research/skill28.htm>
The Writing Lab and the Owl at Purdue, Purdue University, West Lafayette, IN 47907
<http://owl.english.purdue.edu/owl/resource/614/01/>

Recall from your reading reports...

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.

Therefore, an **annotated bibliography** includes a summary and/or evaluation of each of the sources. Depending on your project or the assignment, your annotations may do one or more of the following:

- **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? The length of your annotations will determine how detailed your summary is.
- **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 it this source biased or objective? What is the goal of this source?
- **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?

Format for the Annotated Source List

The bibliographic information: Generally, though, the bibliographic information of the source (the title, author, publisher, date, etc.) is written in either MLA or APA format. Remember – lists of sources are always in alphabetical order! Make any corrections to your reading reports before submitting this assignment.

The annotations: The annotations for each source are written in paragraph form. The lengths of the annotations can vary significantly from a couple of sentences to a couple of pages. The length will depend on the purpose. If you're just writing summaries of your sources, the annotations may not be very long. However, if you are writing an extensive analysis of each source, you'll need more space.

You can focus your annotations for your own needs. A few sentences of general summary followed by several sentences of how you can fit the work into your larger paper or project can serve you well when you go to draft.

****Please BOLD the citations & annotations that you submitted as reading reports, and leave the new sources in a normal font.**** When you submit the final list in 2nd quarter, you will be asked to distinguish your first quarter sources as well.

- Single Space.
- Alphabetical order.
- Proper Bibliographic citation.
- One, continuous document.

General Formatting Comments:

- The overall document should have a consistent format. For example, if you choose to put 1 space between the citation and annotation, every citation should be followed by 1 space. If you choose to put 1 space between the annotation and the next citation, there should always be 1 space between them.
- Do not rely too heavily on the internet for sources. I understand that some of your topics are very current, and that articles are the best sources of current information. However, you need to understand the heart of your information before you can understand the complex new research. Much basic information can be found in reference materials, books, etc. Utilize more human resources (interviews), and media sources (DVDs, etc.).
- After you finish this assignment, and you begin to select sources for second quarter, all sources should relate to the topic you've outlined in your proposal. You may want to remove sources from your list that are not appropriate for your study (for example, articles you found before you chose a topic that are very general). You will need 35 sources by the end of second quarter, and will do 1 reading report each week.

WHAT TO SUBMIT

IR: Bring 1 copy to class – you may put your reading reports in your portfolio since this assignment will not be returned in time to go in the portfolio. Email a copy to your advisor and request that they confirm receipt of it via email to mkiehl@hcpss.org by the assigned date.

I/M: Submit 1 copy to me and 1 to your mentor (either on paper or email, depending on their preference). Request that they confirm receipt of it via email to mkiehl@hcpss.org by the assigned date.