How to: Annotated Bibliography

Important notice

At the end of this presentation there is a link to a Google Forms quiz. It is recommended that you score an 80% or higher.

Please take your time viewing and studying this material before you proceed with the quiz.

Disclaimer

- An annotated bibliography is **NOT** the same thing as a reference list.

- Annotated bibliographies are used in research to inform the reader of the relevancy of your sources, while reference lists/works cited pages only provide the citations of the materials in a paper.

- For information on how to make a proper reference list and how to do the citations needed for the sources, the CDCL has the following infographics available:

  - APA Reference List

  - MLA Reference List

Objectives

After studying this module, students will:

- Understand the process of creating an annotated bibliography.

- Become aware of the proper ways to write an annotation.

- Comprehend the difference between an annotation and an abstract.

- Familiarize themselves with some of the common formats (APA & MLA).

What is an Annotated Bibliography?

- An annotated bibliography is a list of sources you are planning to use for your research with notes that describe and summarize the main arguments of the content for each entry.

- The three main purposes of this type of bibliography are:
    - Summarize sources
    - Evaluate sources
    - Reflect on the possible usage of the source for the research.

- The amount of information included for each entry will depend on the instructions of your professor.

Types of Annotations:

1. **A summary annotation** describes the source by answering the following questions: who wrote the document, what the document discusses, when and where was the document written, why was the document produced, and how was it provided to the public. The focus is on description.

1. **An evaluative annotation** includes a summary as listed but also critically assesses the work for accuracy, relevance, and quality. Evaluative annotations can help you learn about your topic, develop a thesis statement, decide if a specific source will be useful for your assignment, and determine if there is enough valid information available to complete your project. The focus is on description and evaluation.

Annotations versus Abstracts

- Many scholarly articles start with an abstract which is the author's summary of the article to help you decide whether you should read the entire article. **The abstract is not the same thing as an annotation.**

- Annotations are descriptive and critical; they may describe the author's point of view, authority, or clarity and appropriateness of expression. The annotation needs to be in **YOUR OWN WORDS**, to explain the relevance of the source to your particular assignment or research question.

Format

How to make your annotated bibliography

The Steps:

1. **Locate** sources (books, articles, videos, periodicals, etc.) that may have useful information on your topic.

2. **Examine** and **choose** which sources are relevant to your research.

3. **Cite** your sources using the appropriate citation style.

4. **Write** an annotation that summarizes and evaluates each source.

Locating reliable sources:

To determine whether a source is reliable or not, here are some suggestions:

- Investigate the **author's background**. Who is the author and are they credible?

- Analyze the **depth of research** presented in the source. Is the information supported by evidence? What sources does the author use?

- Identify the **date of publication**. How current is the information?

Citation

- The citation should be formatted according to the bibliographic style that your professor has requested for the assignment.
- Common citation styles include APA, MLA, and Chicago.

Annotation

Generally, an annotation is approximately 100-300 words in length (one paragraph). However, your professor may have different expectations, so it is important that you clarify the assignment guidelines.

An annotation may include the following:

- A brief summary of the source
- The source's strengths & weaknesses
- Its conclusions
- An evaluation of the research methodology (if applicable)
- Information about the author's background
- Your personal conclusions about the source

Summary Annotation Guide

As previously mentioned, a summary annotation focuses on offering a description of the source. For this type of annotation, answer the following:

- What are the author's qualifications?
- Explain any bias the author might have about the subject.
- Why was the source created?
- What are the main arguments of the author?
- Describe thesis, themes, methodology, and conclusions.
- Identify the intended audience of the source.

Evaluative Annotation Guide

On the other hand, an evaluative annotation includes description and critical assessment of the source. For this type of analysis, answer the following:
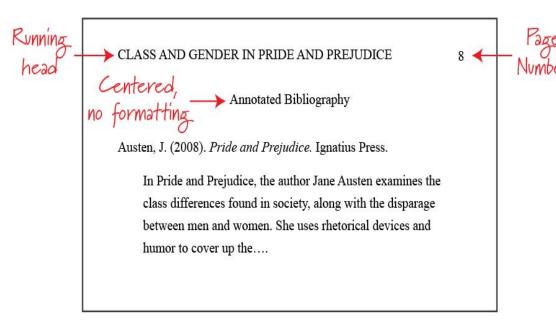
- Compare to other sources on the same topic. You should explore enough sources to gather various viewpoints on your topic.
- How does this source relate to your research?
- Identify strengths and weaknesses.
  - Is your source up-to-date for your topic? If not, why is it still useful?
  - Are their arguments supported by sufficient evidence?
  - Do you agree with its conclusions?

How to format your citations and annotations:

Remember to follow the basic essay guidelines for each style of citation (MLA, APA).

- It should be double spaced.
- The list of citations needs to be in alphabetical order.
- The citations should have a hanging indentation. This allows you to easily identify the different sources used for the annotated bibliography.
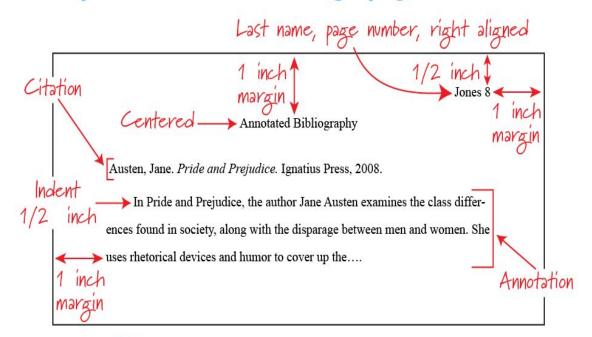
Example of Annotated Bibliography in APA Format

Running head →

CLASS AND GENDER IN PRIDE AND PREJUDICE   8 ← *Page Number*

Centered, no formatting →

Annotated Bibliography

Austen, J. (2008). *Pride and Prejudice.* Ignatius Press.

In Pride and Prejudice, the author Jane Austen examines the class differences found in society, along with the disparage between men and women. She uses rhetorical devices and humor to cover up the….

Tips:

- Times New Roman 12 pt., Double-spaced
- 1" margins
- Running head and page number 1/2" down
- 'Annotated Bibliography' 1" down

Bibliography.com
TEACHER APPROVED. STUDENT LOVED.

Example of Annotated Bibliography in MLA Format

Last name, page number, right aligned

1 inch margin

1/2 inch

Jones 8 ← → *1 inch margin*

Citation

Centered → Annotated Bibliography

Austen, Jane. *Pride and Prejudice.* Ignatius Press, 2008.

Indent 1/2 inch →

In Pride and Prejudice, the author Jane Austen examines the class differences found in society, along with the disparage between men and women. She uses rhetorical devices and humor to cover up the….

Annotation

1 inch margin

Tips:

- Clear font like Times New Roman, 12 pt., double spaced
- 1 inch margins throughout
- Last name and page number 1/2 inch down, right aligned
- First line of annotation indented 1/2 inch

Bibliography.com
TEACHER APPROVED. STUDENT LOVED.

Sample Annotated Bibliography Entries

Summary Annotations & Evaluative Annotations

Summary Annotation Example

Atiles Osoria, J. (2021). The COVID-19 Pandemic in Puerto Rico: Exceptionality, Corruption and State-Corporate

    Crimes. *State Crime Journal*, *10*(1), 104–125. https://doi.org/10.13169/statecrime.10.1.0104

[Context] This article analyzes how legally the issue of the Covid-19 pandemic was dealt by Wanda Vásquez's administration in Puerto Rico (PR) while using decolonial theories, specifically using Agamben's interpretation of the concept: state of exception. **[Author's background]** The article was written by José Atiles Osoria (Ph.D.), a Puerto Rican professor whose field of study focuses on the sociolegal and criminological implications of US colonialism in Puerto Rico. **[Main arguments]** This article arguments that Puerto Rico has been operating under a state of exception (or emergency) since 2006, which has allowed the opportunity for corruption and state-corporate crimes. Therefore, the pandemic is another instance in recent history which highlights how disaster capitalism works in PR. It reviewed in detail the legalities concerning the executive orders enforced by the Vázquez administration and its negative effects on the island's population, as well as the mishandling of public funds for purchasing test-kits. **[Audience]** The article is published in the *State Crime Journal*, which is not an open access; it is mainly aimed at scholars and university students. Because of this it may not be suitable for all types of readers.

Evaluative Annotation Example

Atiles Osoria, J. (2021). The COVID-19 Pandemic in Puerto Rico: Exceptionality, Corruption and State-Corporate

Crimes. *State Crime Journal*, *10*(1), 104–125. https://doi.org/10.13169/statecrime.10.1.0104

[Context] This article analyzes how legally the issue of the Covid-19 pandemic was dealt by Wanda Vásquez's administration in Puerto Rico (PR) while using decolonial theories, specifically using Agamben's interpretation of the concept: state of exception. **[Author's background]** The article was written by José Atiles Osoria (Ph.D.), a Puerto Rican professor whose field of study focuses on the sociolegal and criminological implications of US colonialism in Puerto Rico. **[Main arguments]** This article arguments that Puerto Rico has been operating under a state of exception (or emergency) since 2006, which has allowed the opportunity for corruption and state-corporate crimes. Therefore, the pandemic is another instance in recent history which highlights how disaster capitalism works in PR. It reviewed in detail the legalities concerning the executive orders enforced by the Vázquez administration and its negative effects on the island's population, as well as the mishandling of public funds for purchasing test-kits. **[Audience]** The article is published in the *State Crime Journal*, which is not an open access; it is mainly aimed at scholars and university students. Because of this it may not be suitable for all types of readers. **[Relevance for your research]** However, it provides a useful historical overview of some of the most important legal events that happened during the pandemic in PR, while under the Vázquez's administration.

Checklist

After you have completed your annotated bibliography, check if it meets the following requirements :

❏ Have I followed the citation style assigned by my professor?
❏ Are my citations and annotations written in the correct format, following APA or MLA standards?
❏ Did I fulfill the word count, number of sentences and/or paragraphs (if applicable)?
❏ After analyzing my sources, are they reliable?
❏ As a reader not familiarized with the material, can I understand how the source is relevant to the research topic by just reading my annotations?

References or Works Cited:

Annotated bibliography. UNSW Current Students. (n.d.). Retrieved November 3, 2021, from https://www.student.unsw.edu.au/annotated-bibliography.

Dymarz, A. (2021, October 9). *How to write an annotated bibliography*. SFU Library. Retrieved November 3, 2021, from https://www.lib.sfu.ca/help/cite-write/citation-style-guides/annotated-bibliography.

Engle, M. (2021, September 15). *How to prepare an annotated bibliography: The annotated bibliography*. Cornell University Library. Retrieved November 3, 2021, from https://guides.library.cornell.edu/annotatedbibliography.

Purdue Online Writing Lab. (n.d.). *Annotated bibliography samples*. Purdue Online Writing Lab. Retrieved November 3, 2021, from https://owl.purdue.edu/owl/general_writing/common_writing_assignments/annotated_bibliographies/annotated_bibliography_samples.html.

Para finalizar, haga clic sobre el enlace para tomar la prueba y enviar el informe a su profesor(a):

https://forms.gle/5xbJyqTRuzBDS9b87

¡Gracias por utilizar los recursos del **CDCL** !

Centro para el Desarrollo de Competencias Lingüísticas
Universidad de Puerto Rico, Recinto de Río Piedras

Conozca más sobre nuestros servicios virtuales:
http://generales.uprrp.edu/competencias-linguisticas/