

## Developing an Annotated Bibliography

### Why do it?

- Organizes research sources
- Assists in developing Documentation lists: References (APA), Works Cited (MLA), Bibliography (Chicago), etc.
- Assists in evaluating and understanding sources
- Assists in source integration

### Explanation of Components

**Bibliographic Entry:** The entry is composed of the Documentation and Annotation; most assignments call for 10 entries.

**Documentation:** The source itself, properly documented in MLA, APA, CBE, Chicago, or another style.

**Annotation:** The paragraph of notes about the source. To be most valuable, annotations should establish credibility, summarize, and show relevancy. (NOTE: Consult your professor before using this strategy. Although it is adapted from Cornell University Library, (<http://www.library.cornell.edu/olinuris/ref/research/skill28.htm>), it does not adhere to specific style requirements).

1. Establish *Credibility*: Identify established reputable institutions when they are places of employment or affiliation, or identify the reputation of the journal, if possible. Look for *peer-reviewed* sources, which means that the journal selections have been approved by a panel of professionals in the discipline.
2. *Summarize* the work: Identify and state the purpose of the work (paraphrased is fine; you will want to note the page number). Use headings, chapter titles, etc., to guide your discussion of the organization.
3. Establish *relevancy* by showing relationships between sources: Show how source details/content compare to another source in the bibliography by using *rhetorical modes*: comparison and contrast, definition, process, cause and effect, problem and solution, illustration, classification and division, description, and narration.
4. Establish *relevancy* by showing the relationship between the source and your research-in-progress: Use the strategy described in #3.

### Sample Bibliographic Entry

Greenhough, B., Jazeel, T., & Massey, D. (2005). Introduction: Geographical encounters with the Indian Ocean tsunami. *The Geographical Journal* 171(4), 369-371.

The authors are professors of Geography at Keele University, the University of Sheffield, and The Open University, respectively. The article is the introduction to a plenary session during the Royal Geographical Society Annual Meeting, and is published in an academic peer-reviewed journal. The authors begin the introduction with an overview of the impact the 2004 Indian Ocean tsunami had on geography, not only in terms of the natural disaster, but in terms of relationships within the discipline. They organize the larger discussion into three categories: spatialities (such as geopolitical and socioeconomic identities), temporalities (such as how to record and preserve the record of events leading toward and emerging from the disaster), and responsibilities (to the science, and more importantly to the affected community). This article is useful as a research source for an essay on careers in geography because it provides an illustration of the roles geographers play in a community, from preservers of history to representing a social and economic conscience.

### Reading Book-length Works for an Annotated Bibliography:

1. Print out the catalog page that provided library book information.
2. Identify all documentation material on the text and write your documentation first.
3. Scan the Preface, front matter, and back pages for information about the author(s) to establish credibility.
4. Scan the Table of Contents and the Index of books to find your topic and to learn about the organization of the text. Read the Introduction and Conclusion, as well as relevant pages in the body. Look for the author's thesis (argument) and organization in the Introduction. These will help you create a summary.
5. Consider the role of content relevant to your topic, and where it might provide you support in your own research. This is what you will discuss to show relevancy.

### Reading Shorter Works for an Annotated Bibliography:

1. Print out the entire work, if possible, or save the file to disc or your flash drive. Try to select peer reviewed journals and professional websites as sources.
2. Identify all documentation material on the text and write your documentation first.
3. Scan the Preface, front matter, and back pages of the journal, as well as the beginning and end of the article, for information about the author(s). These will help you establish credibility. If none is available, do a web search of the individual to find out where they work and what they have published.
4. Read the article, paying attention to the Introduction (find the thesis) and any headings. These will help you create a summary.
5. Consider the role of content relevant to your topic, and where it might provide you support in your own research. This is what you will discuss to show relevancy.

### Formatting Reminders

- The Annotated Bibliography will be alphabetized by the lead author's last name or, if there is no author, by the first word of the title (excluding a, an, and the).
- APA requires that References be double-spaced. If using APA, ask your professor if he or she would like the Annotated Bibliography double spaced or single spaced (single spacing saves paper).
- Paragraph Indentation is always 1/2 inch. Use hanging indentation for the Documentation, and first line paragraph indentation for the Annotation. It will be much easier to read.
- White space makes Bibliographic Entries easier to read: Skip one space between the Documentation and the Annotation. Skip two spaces between each Bibliographic Entry (ask your professor if this is acceptable).