Annotated Bibliography
What is an Annotated Bibliography?

Most students are familiar with giving a basic bibliography, aka works cited: an alphabetized list of sources relative to the subject of inquiry or research question.

However, an annotated bibliography adds to the regular citations by including a description or explanation of the listed sources, otherwise known as an annotation.
Before You Begin

1. Font is Times New Roman, pt. 12
2. Line Spacing is 2.0 or Double
3. Remove Spacing after Paragraph
4. 1-inch margins default
Annotated Bibliographies:

- Provide specific information about each source used
- Explain the content of sources
- Assess the sources’ usefulness
- Share this information with others, i.e., your professor

Annotations provide proof of your research that explain the connections between sources and how they support the arguments and claims made in the paper.
Components

Depending on the assignment, the annotated bibliography will include **some or all of the following:**

1. Citation information in appropriate format—either MLA or APA
2. Description of the main points and/or the purpose of the work (the thesis), proving your understanding of the material
3. Intended audience of the work
4. Usefulness or relevance to your research topic (or why it did not meet your expectations)
5. Special features of the work that were unique or helpful
6. Evaluation of the author’s authority and/or qualifications, i.e., why should you trust what this author says?
7. Conclusion or observations reached by the author/reached by you.

You may also consider including:

- Point of view or perspective of the author, noting biases or specific audiences
- Relevant or related sources, possibly drawing a comparison/connection to other aspects of the same argument or opposing view.

Each annotation is between 125-150 words and come after your citation. See examples on slide #
Citation Styles

MLA Format
- Title your annotated bibliography “Annotated Bibliography” or “Annotated List of References”
- MLA format utilizes a hanging indent (see next slide for details)
- After the citation, drop down to the next line to begin the annotation
- The entire annotation is formatted like a regular paragraph—the first line is indented ½ inch
- Annotations are listed in alphabetical order by authors’ last names, exactly like works cited pages.

See examples on slides 12-13

APA Format
- Title your annotated bibliography “References”
- APA format utilizes a hanging indent (see next slide for details)
- After the citation, drop down to the next line to begin the annotation
- The entire annotation is formatted like a regular paragraph—the first line is indented by ½ inch
- Annotations are listed in alphabetical order by authors’ last names, exactly like works cited pages.

See examples on slides 14-15

If you are unsure of which format to use, ask your instructor!
**Paragraph Settings**

1. Open the Paragraph Settings box.
2. Everything remains the same except for under the dropdown labeled Special, change it from First Line to Hanging.

**Ruler**

1. At the top of the document, move the upper triangle back to its original placement.
2. Click and drag the hourglass to the 4th measurement marker.
3. Move the upper triangle only back to its original place.

Instead of indenting the first line with the rest of the paragraph Left justified, the Hanging Indents keep the first line Left justified and the lines after it, indented by 0.5".
Types of Annotations

Summary
- Review and summarize the content of the source.
- Give an overview of the arguments and evidence given in the source and locate the resulting conclusion.
- Avoid making an evaluation of the source. Stick to summarizing.
- When appropriate, provide information on the author’s method or approach.

Critical/Evaluative
- Both summarize and evaluate the source:
  - Evaluate the source or author critically (noting biases, lack of evidence, objectives, etc.).
  - Explain how the work may or may not be useful for your research or intended audience.
  - Explain how researching the material was helpful to you in making your project.

Begin by carefully reading your assignment guidelines to identify what your instructor is looking for.
Finding Information

Once you’ve settled on a topic for your assignment...

Start finding peer-reviewed information by accessing the...

- EFSC Databases
- EFSC Library
- Reference Librarians

Other options include:

- Inter-library loans - having another library send you a relevant book
- Sources your professor deems appropriate (always ask first!)

Use Google or other search engine to get...
- General information on your topic
- Clues for what to research further
- Information that sparks your interest to take a different direction.

Do not use what you find in Google!
Evaluating Sources

When finding sources, ask yourself some questions:

Who wrote the source?
- How is the author qualified as an authority on this subject?
  - Is the author a professor at a college/university? Is he/she a professional with experience with the topic, i.e., research, participation, leadership?
  - Avoid sources that do not provide listed authors or sponsors.

Where is the source coming from?
- Is the location of the information a reputable source?
  - All college-level assignments require peer-reviewed sources.
  - These are sources that have been verified for accuracy by relevant professionals.
  - You can find them in the EFSC Databases or Library.

What is the source saying?
- Is the information in the source relevant to what you need for your paper?
  - Choose sources that answer the questions you need about your topic.
  - Avoid sources that are not relevant or that you cannot understand.
  - Always skim through the entirety of the source to see if there is anything useful.

If you are ever unsure of a source’s quality or usefulness, you can ask...
- your professor
- the Writing Center
- the Librarians
Basic Components of Annotations

Depending on the assignment, the annotated bibliography will include some or all of the following:

✓ Main focus or purpose of the work
✓ Intended audience for the work
✓ Usefulness to your research (or why it did not meet expectations)
✓ Special features of the work that were unique or helpful
✓ Background and credibility of the author
✓ Conclusions or observations reached by the author/reached by you
Informative Annotation:


In July of 2014, French chefs disputed the *fait maison* law. The new law requires all restaurants throughout France to indicate which dishes on their menu are *fait maison* – or homemade. Many chefs are disgruntled by the law, finding the regulations to be costly and vague. This law serves as an attempt to rescue France’s global culinary status; however, many fear that it will be a blow to the country’s economy. Many French critics attribute the country’s culinary decline to factors such as changing tastes, globalization, immigration, ongoing economic crisis, and lack of innovation. The author, Baylen Linnekin, is the executive director of the Keep Food Legal Foundation, a nonprofit that advocates for food freedom.
Critical/Evaluative Annotation:


While Linnekin may offer interesting insight into the economic concerns of chefs regarding the *fait maison* law, his biased argument disregards the nation’s concerns about the law’s implications. France’s culinary scene has begun a decline. Only five of the world’s top 50 restaurants reside in France, which is down by 14 from 2004. French leaders are concerned that it is due to the quality of ingredients used in restaurants, thus birthing the *fait maison* law. This law wages a war against restaurants that continually use pre-cooked meals, by requiring restaurants across the nation to put the word homemade on menus to indicate which meals are prepared from scratch. Linnekin’s article skimpily covers the national issue, while arguing that the law is costly, vague, annoying, and ill supported.
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Congratulations!

For additional help, please visit the Melbourne Writing Center, located in Building 2, Room 125.

(321-433-5605)
melbournewritingcenter@titans.easternflorida.edu

Things to Remember:

• Make sure to write your Annotated Bibliography in the correct format—MLA or APA
• Write your annotations in either Summary or Critical/Evaluative style
• Include each of the components mentioned, focusing on the thesis of the source.
• Each annotation should be no longer than 125-150 words each.

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