

Annotated Bibliography

What is an annotated bibliography?

An **annotated bibliography** is a Works Cited page where all the items cited are on one topic and each citation includes a paragraph describing how that item does or does not provide accurate and relevant material on the topic. The annotation might briefly comment on such things as:



what in the author's academic background qualifies him/her as a specialist in the field



how this work is unique, such as its scholarly research, or creative merit



how this work is especially helpful for its intended audience (for instance, college students)



your own response to it

Example:

Harper, Isabelle. *My Cats Nick and Nora*. Ill. Barry Moser. New York: Scholastic, 1995.

Barry Moser has directed his considerable talents as a watercolorist to a simple story written by his young granddaughter. She describes in simple words a visit from her cousin and how they play with her two cats. The highlight of the book is the artwork, with its large, wonderful illustrations of the two girls and the cats. For dog lovers, see *My Dog Rosie*, another eye-catching book by the same team. Ages 2 years and up.

example by Odean, Kathleen. *Great Books for Babies and Toddlers*. New York: Ballentine Books. 2003. 154.

Where do I start?

Begin by gathering of a set of source materials on your topic. Use the library's online catalog to locate these materials. You may end up with any combination of source types:

- books
- essays or chapters from books
- scholarly reports
- videos, DVDs
- interviews, letters
- literary works (poems, plays, short stories, novels)
- articles from magazines, journals, and newspapers
- music CDs , CD-ROMs
- web sites
- government documents

You will need to have the items in hand for thorough examination. Items not found in our library can be obtained for you through InterLibrary Loan. Ask a librarian for help.

What should it look like?

Use either MLA (Arts & Humanities) or APA (Social and Applied Sciences) citation format for the publication details. The library has handouts available on both formats. Organize the page by type (put all book entries together, all article entries together, etc.) and then by author's last name.

After the citation include the annotation with a few short sentences describing, summarizing, and evaluating the information it contains.

For more help in understanding this process, visit these web sites:

<http://www.crk.umn.edu/library/links/annotate.htm>

<http://www.wisc.edu/writing/Handbook/AnnotatedBibliography.html>

Here's a sample page:

Annotated Bibliography: Telecommuting

Books

Dunnette, Marvin. *Work and Nonwork in the Year 2001*. Monterey, CA: Brooks/Cole Publishing, 1973. 212pp.

Even though this book is more than two decades old and does not mention the word "telecommuting," it is interesting reading and gives a "historical futuristic" view of what work will be like in the twenty-first century. The worth of the book is in its philosophy and its focus on the family as well as the organizational issues.

(Note: older source material is not appropriate unless it serves a specific purpose. The annotation should show why you chose older material.)

(Note: book entries generally give the number of pages as an indication of depth of focus.)

Articles

Rifkin, Glenn. "It's Time to Make Room for Baby." *Computerworld* 23 (11 December 1989): 23.

Today's worker is faced with many of the same problems as yesterday's employee, but there are more solutions—such as telecommuting. Rifkin argues that with technology available to allow telecommuting, more workers should be working from home as opposed to the office.

Web sites

Telecommuting Advisory Council <http://www.telecommute.org/>

The Telecommuting Advisory Council (TAC) is a non-profit organization dedicated to promoting the economic, social, and environmental benefits of telecommuting. Lists almost everything one would want, or need, including legislation.

Examples taken from: Switzer, Teri R. *Telecommuters, the Workforce of the Twenty-First Century: An Annotated Bibliography*. Lanham, MD: Scarecrow Press, Inc. 1997.