

## ANNOTATED BIBLIOGRAPHY

A bibliography is an alphabetically arranged list of titles, authors' names, and publication dates for a set of books, articles, and other sources consulted in preparation of a report, research paper or article, or as a research tool for a given topic. An annotated bibliography furnishes critical or explanatory notes in addition to the bibliographical listing; in other words, an annotated bibliography is simply a bibliography that contains a commentary or summary of each reference used.

An annotated bibliography may be exhaustive or selective. An exhaustive bibliography is a list of everything that has been published on topic X; a selective bibliography is a list of (in the compiler's opinion at any rate) the key sources one should consult to learn something about topic X. Regardless of the way one chooses to prepare the document (exhaustive or selective), the bibliography should include an explanatory note telling the reader what type has been prepared.

### Writing the Annotations:

The annotation that will accompany each bibliographic entry is simply a four or five sentence summary about the contents of each book, article, or other publication consulted. The commentary may take one (or occasionally both) of two forms: a descriptive abstract of the work or an evaluative comment by the writer. The evaluative comment requires the writer to read all of the sources and make judgments about them; therefore, it generally proves to be a more useful document for readers.

Below are five suggestions of the type of information one should include in an annotation:

- Explain the main purpose of the work.
- Briefly describe the contents.
- Indicate the possible audience for the work.
- Note any special features.
- Warn of any defect, weakness, or bias.

Sample Annotation:

**MLA format** (*will be double spaced*):

Cobb, Charles. *Practical Communication for Technical and Vocational Arts*. Santa Monica, CA: Goodyear, 1987. Print.

This text-workbook with tear-out pages has 13 chapters covering such topics as "The Basics of Communication," "Work Orders and Estimates," "Other Necessary Forms and Records." All chapters end in a "learning quiz" that reviews the text and projects that require students to write a response, complete a form, or prepare graphics materials. Six appendices cover grammar, punctuation, and vocabulary. Many examples of forms for memos, work orders, job records, insurance claims, maintenance requests, etc., are also included.

**APA format** (*will be double spaced*):

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