

## Annotated Bibliography

You've been assigned to write an annotated bibliography. But where to begin? This task might seem daunting at first, but it's an excellent opportunity to deepen your understanding of your research topic and enhance your academic skills.

An annotated bibliography is a list of sources (books, journals, website articles, etc.) used for researching a specific topic that also provides detailed information about each source. An annotated bibliography is more than just a list of sources; it's a valuable tool that helps you critically evaluate the relevance and quality of the sources you intend to use in your research. For each source, you should begin with the basic citation in the style expected by your instructor: APA, MLA, or Chicago. Each citation is followed by a summary and/or evaluation of the source. This is called an annotation.

### Creating your Annotated Bibliography

While instructions for annotated bibliography assignments can vary, they usually follow the format below. If the instructions from your instructor are unclear, check with your instructor or classmates for clarification before proceeding.

#### Organization and Content

The annotation often includes two paragraphs: one for the summary and another for the analysis and reflection. Other instructors might prefer only one paragraph per annotation, such as in the example on the final page of this resource. Check with your instructor regarding their expectations. However, regardless of the organization, your annotation should include summary, analysis, and reflection.

**Summary:** This summary identifies core ideas and concepts while serving as a reminder about the source's content. Referring to the source's abstract, if it has one, can help identify the core ideas and concepts. This information should be paraphrased in your own words. Quotations are rarely used in annotated bibliographies.

**Analysis & Reflection:** Common considerations in analysis include how reliable/credible the source is, limitations of the source (especially if a study was conducted), and if there is any bias present. Considering the goals of the source and how well those goals are met can help identify strengths or weaknesses. The reflection can share why the source is applicable to your project. Consider what role the source will play in your project (i.e., background information, example, etc.).

#### Formatting

Here are some guidelines on the format of your annotated bibliography:

**Citation** (in APA, MLA, Chicago, etc.) — The citation is usually written with hanging indentation. There may be some situations where the citation does not have hanging indentation, such as a very short citation that is only one line.

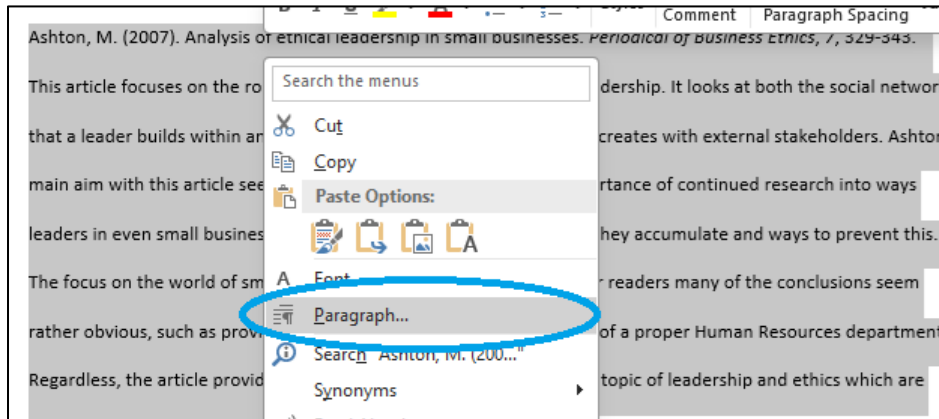
**Annotation paragraphs** — These are indented 0.5 inches (aka the typical amount that a first line of a paragraph is indented). ALL lines of the annotation paragraphs are indented 0.5 inches, not just the first one. If the annotation has 2 or more paragraphs, they are also indented.

**Spacing** — The citation and the annotation paragraphs should be double spaced. There are no extra blank lines added between sources.

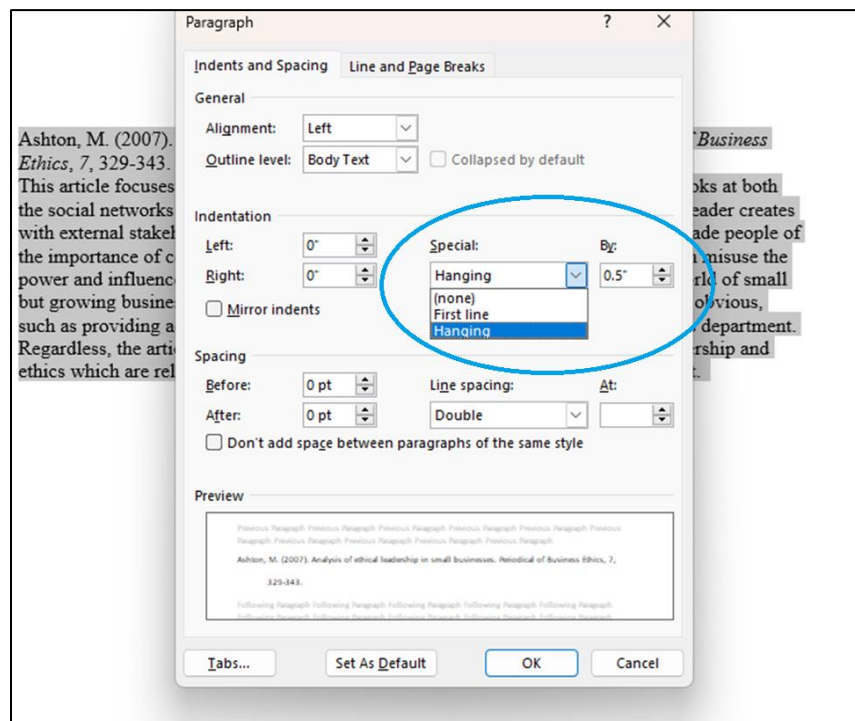
**Alphabetical order** — Just like when creating a typical reference/works cited page, the citations and annotated bibliography should be in alphabetical (A -> Z) order using the first letter at the start of the citation.

Let's look at how this can be done in Word, using an APA example:

1. Write the citation and then the annotation. Select and right-click on the text, and in the menu that pops up, select Paragraph.



2. In the paragraph options box, select "Hanging" under "Indentation."



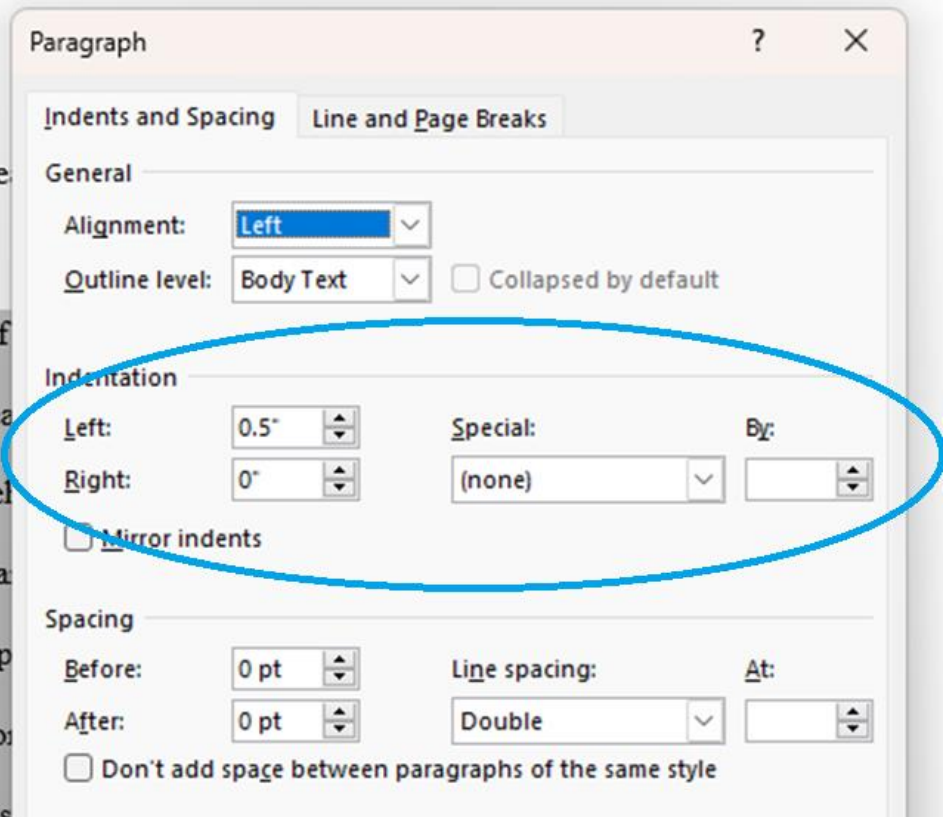
The first line of the citation will start at the left margin (flush left), and subsequent lines will be indented 0.5 inches (hanging indentation). Make these selections, then click "OK."

The Princeton Review is not affiliated with Princeton University.

3. If the first line of the annotation flushes to the left, then select just the annotation, change “Special” to “(none)” and then click the up arrow for the “Left” indentation option to change it to 0.5.

on, M. (2007). Analysis of ethical le  
*Ethics*, 7, 329-343.

This article focuses on the role of  
both the social networks that a lea  
leader creates with external stake  
to persuade people of the importa  
small businesses can misuse the p  
prevent this. The focus on the wo  
readers many of the conclusions s



The end result would be as follows:

Ashton, M. (2007). Analysis of ethical leadership in small businesses. *Periodical of Business Ethics*, 7, 329-343.

This article focuses on the role of regular employees in responsible leadership. It looks at both the social networks that a leader builds within an organization and the links that a leader creates with external stakeholders. Ashton's main aim with this article seems to be to persuade people of the importance of continued research into ways leaders in even small businesses can misuse the power and influence they accumulate and ways to prevent this. The focus on the world of small but growing businesses means that for readers many of the conclusions seem rather obvious, such as providing access to resources that act in place of a proper Human Resources department. Regardless, the article provides useful background information on the topic of leadership and ethics, which are relevant to an analysis of the Japanese corporate work environment.