Annotated Bibliography Instructions

Annotated Bibliographies are a common practice in post-secondary research. In my opinion, it is the most important skill that you will learn here and use in your future academic career. We will work on these in preparation for your NHD project.

Key elements of an annotated bibliography:

- It is called an Annotated Bibliography. Not a Bibliography, not a Works Cited. Put this in the top center and either underline or boldface the title.

- Primary sources are listed first, and listed in alphabetical order by the first word in the citation (excluding "a," "an," and "the.") See the sample.

- Secondary sources are listed next, and listed in alphabetical order by the first word in the citation (excluding "a," "an," and "the.") See the sample.

- Annotated bibliographies are double-spaced (no need for an extra line between entries).

- All lines after the first lines are tabbed in one tab (1/2 inch).

- URLs (web addresses) should NOT be hyperlinked. I know that word does this automatically. Right click on the hyperlink, and click "remove hyperlink."

For this file, I referenced an article that the class had read the week before. This allows the students to be familiar. Middle school students might need several familiar examples – maybe a book or website as well as a database article?

A good annotated bibliography entry contains the following elements:

Annotated Bibliography

Secondary Sources

Collinson, Simon. "President or King?" *History Today* Nov. 2000: 9-15. *eLibrary*. Web. 15 Aug. 2011.

<http://www.elibrary.com>.

This journal article argues that the partisan conflict that developed in the 1790s and came to a head in the election of 1800 was a result of the application of the ideals of the American Revolution. Understanding the American Revolution was the defining event in the lives of the electorate, the author argues that the Republicans used this event to appeal to voters, arguing that they would be completing the "revolution of 1776." This article helped in my research to help develop my thesis on the rise of the Republican Party as an outgrowth of the revolutionary generation.

Comment [LOH1]: Proper title

Comment [LOH2]: Proper subtitle

Comment [OL3]: Citation in perfectly formatted MLA style.

Comment [LOH4]: In the first sentence, identify the TYPE of source this is (book, website, journal, diary, photograph, etc)

Comment [LOH5]: There is a 2-4 sentence summary explaining the main idea of the source.

Comment [LOH6]: The last section should be written in PAST tense, and explain HOW you USED this source in your research.

Once you export the file to Word, you will need to make some finishing touches on it:

- Spell- and grammar-check your work. No excuses. Don't wait for a sign from up above – what do you think the red squiggly lines are for?

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- Secondary sources are listed next, and listed in alphabetical order by the first word in the citation (excluding "a," "an," and "the.") See the sample.

- All annotations should start on a clean line and be tabbed in ½ inch.

**To assist you with this, you may want to create a file of Primary Sources and a file of Secondary Sources.

To help you develop this skill, we will work in stages.

Phase 1: Each <u>individual</u> student (regardless of whether you work alone or together) will submit an annotated bibliography with <u>one</u> entry on **Friday, 9/20/13**.

Make sure that your entry contains:

- A proper title

- A sub-heading listing whether the source is a primary or secondary source.

- A properly formatted MLA citation.

- A properly formatted annotation.

- Carefully checked for proper spelling, grammar, capitalization, and conventions (use the checklists on this sheet to help you).

RUBRIC FOR PHASE 1:

Proper title	Proper subtitle	Properly formatted citation	Annotation – clear summary	Annotation – usage statement	Spelling, grammar, conventions
0 1	0 1	0 1 2	0 1 2	0 1 2	0 1 2

Total: _____/10

**Please print a copy of your bibliography for submission and make sure your name is typed at the top.