

AT A GLANCE... WHAT IS AN ANNOTATED BIBLIOGRAPHY?

Note: This is a quick reference. The full sheet is in the research packet!

First... How is the annotated bibliography different from the Works Cited Page?

Well... A Works Cited Page is just that... it is the WORKS that you have CITED in your paper, and ONLY the works that you have cited in your paper. The annotated bibliography is formatted very similarly BUT....

An annotated bibliography is where you list each source that you are **CONSULTING** during the research process. It is basically a working reference page. You need to list each source in the same typed format that you will use for an MLA WORKS CITED page. The annotated bibliography is broken down as follows:

- The bibliography is basically where you cite the source correctly using standard MLA and the hanging indent.
- The annotation is the summary that you include about each source. Directions for the annotation are listed below.
 - For your annotated bibliography page, you will need to gather _____ sources for the annotated bibliography because your paper requires a minimum of _____.
 - Often times, you will not use every source you look at. Do not tell me that you will find the required source later. You may not be able to locate what you need, and we need to know that information immediately.
 - **YOU MUST USE THE ACADEMIC SEARCH ENGINE, NOT GOOGLE!!!**
- Refer to your research packet in the section entitled “MLA Documentation” in order for instructions on the proper way to cite sources. You may also utilize the **citation tool** in the academic search engine (that is my suggestion).
- When formatting the annotated bibliography page, be sure that you set the paper to double space. For each reference, you will double space and cite the source according to MLA guidelines using the hanging indent. Next, you will include an annotation for that source. The annotation will need to line up with the hanging indent. So after the citation you will do the following:
 1. Select enter and be sure that your cursor is lined up with the hanging indent (or where the hanging indent would normally be if applicable)
 2. **Begin your three sentence annotation (summary) in the following order:**
 - a. Sentence one: Describe what **type** of source it is
 - b. Sentence two: Describe **what the source contains** (a brief summary of what it is about)
 - c. Sentence three: Describe **how you will use this source** in your paper (how will it help? What will it show?)
 3. Next, select enter and backspace so that you are back in the left margin ready to repeat the process with the next source

***** Please note: The annotation may exceed three sentences, but there is a three sentence minimum, and the summary must be in the order listed above.**