**Writing an Annotated Bibliography**

**What Is It?**

An annotated bibliography is simply a list of sources used in research that does 3 things:

1. Provides a summary of the work.
2. Provides the credentials of the author and establishes the credibility of the source.
3. Provides an idea of how the source is helpful in researching the topic.

**Why Write It?**

An annotated bibliography forces the researcher to look carefully at a source before prematurely ending the research step and adding it to a finished bibliography. In order for a source to be included, it must be carefully evaluated regarding its credibility and usefulness. This will keep you keep you from including a source in your bibliography, not finding it useful, then needing to find another source. Once enough sources are gathered, the annotated bibliography serves as a guide to the specific material included in a source so there is quick access during the writing process.

**How Do You Get Started?**

1. Find possible sources.

Tip: Always start with more sources than you are required to include in a project and more than you think you’ll need. Not all sources are as good as you think, and you only want to do this search first.

1. Take some notes.
	1. You aren’t looking for detail at this point, but there are some things you will need for each annotation:
		1. The main points of the source
		2. The credentials of the author and credibility of the source

Tip: This may require some additional research and communication with your instructor.

* + 1. An evaluation of how material from the source can be utilized in the research project

Tip: If your initial evaluation of the source indicates that it isnot creditable or useful, remove it from your list and go to the next source.

1. A good way to find information quickly for books is to look for book reviews. You will still need access to the books for the main body of research, but a review should give you some idea of the usefulness of the source.
2. A good way to find information quickly for articles is to read the abstracts (if they’re available). An abstract should provide enough information for you to know if you can use the source.

**How Do You Finish It?**

1. For assignments in this course, cite all your sources using proper current Turabian format. (See theTurabian Quick Guide, the provided template, or find a citation style guide online.) If you need to use Turabian formatting for another course, be sure to follow the specific style required for that course.
2. Directly below the citation, begin the annotation. Start by summarizing the source. Be concise and provide just the main ideas.
3. Evaluate the source by asking the following questions:
	1. Is the source creditable and scholarly?
	2. Is the source useful?
	3. How will the source be used in the paper or project?

Be sure to follow these steps for each source, eliminating those that donot fit the needs of the project.