



How to Write an Annotation

Learning Goals: By the end of class, you will recognize the components of an annotated bibliography and will demonstrate this by writing 2 annotations using the worksheets provided

An annotation is a brief description of a work such as an article, chapter of a book, book, Web site, or movie. An annotation attempts to give enough information to make a decision as to whether or not to read the complete work. Annotations may be descriptive or critical.

An annotation should include

- Complete bibliographic information.
- Some or all of the following:
 - Information to explain the authority and/or qualifications of the author. For example: Dr. William Smith, a history professor at XYZ University, based his book on twenty years of research.
 - Scope and main purpose of the work.
 - Any biases that you detect.
 - Intended audience and level of reading difficulty.
 - The relationship, if any, to other works in the area of study.
 - A statement of relevance; how related to work and/or how helpful
- The annotation should be about 100 to 200 words.

Sample Annotation

(1) Trevor, C.O., Lansford, B. and Black, J.W. (2004). Employee turnover and job performance: Monitoring the influences of salary growth and promotion. *Journal of Armchair Psychology*, 113(1), 56-64.

(2.) In this article Trevor et al. review the influences of pay and job opportunities in respect to job performance, turnover rates and employee motivation. (3) The authors use data gained through organizational surveys of blue-chip companies in Vancouver, Canada to try to identify the main causes of employee turnover and whether it is linked to salary growth. (4) Their research focuses on assessing a range of pay structures such as pay for performance and organizational reward schemes. (5) The article is useful to my research topic, as Trevor et al. suggest that there are numerous reasons for employee turnover and variances in employee motivation and performance. (6) The main limitation of the article is that the survey sample was restricted to mid-level management, (7) thus the authors indicate that further, more extensive, research needs to be undertaken to develop a more in-depth understanding of employee turnover and job performance. (8) This article will not form the basis of my research; however it will be useful supplementary information for my research on pay structures.

Key

- (1) Citation
- (2) Introduction
- (3) Aims & Research
- (4) Scope
- (5) Usefulness (to your research/ to a particular topic)
- (6) Limitations
- (7) Conclusions
- (8) Reflection (explain how this work illuminates your topic or how it will fit in with your research)

Read the following examples of annotated bibliographies and then complete the charts.

London, H. (1982). Five Myths of the Television Age. *Television Quarterly*, 10(1), 81-89.

Herbert London, the Dean of Journalism at New York University and author of several books and articles, explains how television contradicts five commonly believed ideas. He uses specific examples of events seen on television, such as the assassination of John Kennedy, to illustrate his points. His examples have been selected to contradict such truisms as: "seeing is believing"; "a picture is worth a thousand words"; and "satisfaction is its own reward." London uses logical arguments to support his ideas which are his personal opinion. He doesn't refer to any previous works on the topic. London's style and vocabulary would make the article of interest to any reader.

Put a checkmark under the criteria that are used in the above annotation.

Evaluates the authority or background of the author	Comments on the intended audience	Compares or contrasts this work with another	Explains how this work supports or clarifies the topic	Comments on the usefulness of the source	Determines if the source is biased or objective?

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