

Annotated Bibliography

For your upcoming research essay, you are required to gather at least 8 published sources which **address your research topic**. Out of all those gathered, you will need to pick the 5 best, and those sources will be listed on your annotated bibliography.

Each **annotation** includes the following:

The full **bibliographical citation** in APA and one paragraph containing two elements:

- a **descriptive abstract** and
- a **statement of relevance** to your topic.

The **descriptive abstract** explains what the article covers and summarizes key points. It should establish the credibility of the author, explain the work's primary purpose, and compare this work with others when appropriate. Add to this the **statement of relevance**, a sentence or two that concludes your paragraph by explaining how this source is related to your topic. It notes specific information found in the article that may prove useful in proving your argument.

FORMAT: Sources should appear in alphabetical order according to the author's last name. Justify left the first line of each citation and indent the second and any subsequent lines five spaces <tab>. Skip a line between the citation and the abstract. Each abstract should be one *fully developed* paragraph.

EXAMPLE:

Lukawitz, J.M., & Steinbart, P. (1995). Investor reaction to disclosures of employee fraud. *Journal of Management*, 7 (2), 358-368.

Human resources experts Lukawitz and Steinbart discuss the seriousness of fraud among American businesses and estimate the annual losses due to employee theft and embezzlement. Their research shows that companies have been criticized for not reporting cases of discovered employee fraud, and the authors claim that the rationale for not disclosing such news is the fear of negative publicity. This position differs from that taken in the Kowalski article, which discusses the role of government in such cases. This study is a key source for my project because it examines investors' reactions to disclosures of employee fraud.

Dos and Don' ts:

1. *DON'T* plagiarize abstracts found via your search. Write your own, customizing them to your specific research problem.
2. *DO* use complete sentences.
3. *DON'T* attempt to write a complete summary of the source; just explain what it contains and describe what it covers, then explain why this source is relevant to your project.
4. *DON'T* number the entries.
5. *DON'T* begin each paragraph with "This article talks about..." -- articles can't talk. Just begin with the author's name or introduce the topic of the article in other ways, as in the example above.
6. *DO* use APA, not MLA.

ANNOTATED BIBLIOGRAPHY WORKSHEET

SOURCE # _____

PRIMARY or SECONDARY

TOPIC

TITLE OF ARTICLE/BOOK/WEBSITE/VIDEO: _____

ADDRESS OF WEBSITE: _____

PERIODICAL NAME: _____

PUBLICATION CITY: _____

PUBLISHER: _____

DATE of PUBLISHING: _____ PAGES _____ PERIODICAL VOLUME/ISSUE _____

1. Provide a brief summary of the source.

2. What kind of expertise does the writer have?

3. How does this source contribute to your information that would support your thesis/topic?

4. Does what the author say about your topic seem logical? trustworthy? bias? Explain.

5. What kind of evidence does the author use? What kind of data is used?

6. Statement of relevance: What information may prove useful in proving your argument?