

Annotated Bibliography

1. Write Annotated Bibliography at the top of the page.
2. Have one section for Primary Sources and another for Primary Sources.
3. You should list only those sources that contributed to the development of your entry. Sources of visual materials and oral interviews must be included.
4. Begin an entry at the margin; indent the remaining lines five spaces.
5. Put all entries in alphabetical order! Easy to do, but many forget this step!
6. Write entries in proper form (follow the bibliography examples in handout).
7. Punctuate properly.
8. Write an annotation (paragraph summary) below each entry. Use complete sentences. Include:
 - a. What kind of reference is it?
 - b. How did the source help you in researching and preparing your entry?
 - c. How did this reference help you in understanding the topic? (relates to the person or there, not much help at all, very helpful because it showed. . . ., related to the theme, etc.)
9. Other thoughts:
 - a. An annotation normally should be about 1-3 sentences long. You might be tempted to create page-long annotations to impress people. Don't do it! Lengthy annotations are usually unnecessary and inappropriate.
 - b. The Contest Rule Book states that the annotations "must explain how the source was used and how it helped you understand your topic." Do not recount what the source said.
10. You must include a variety of sources: textbook, encyclopedias, specific books/articles, collections/documents, Internet, Letterwriting/interviewing

Example:

Bates, Daisy. *The Long Shadow of Little Rock*. 1st ed. New York: David McKay Co. Inc., 1962.

Daisy Bates was the president of the Arkansas NAACP and the one who met and listened to the students each day. This first-hand account was very important to my paper because it made me more aware of the feelings of the people involved.