



Leaving a “Paper Trail”

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Creating a Working Bibliography
Creating an Annotated Bibliography



Bibliography



“the works or a list of the works referred to in a text or consulted by the author in its production”

Working Bibliography

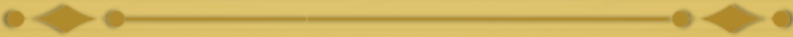
A record of *every source* that you consult while you are conducting your research, including books, e-books, periodicals, databases, websites, DVD's, interviews, lectures, email correspondence, artwork, movies, primary documents, and so on.

Prepared *during* the research process, not at the end.

Also known as a “works consulted” page, since it represents the works you consulted before writing your paper.

Could be different from your “works cited” page, depending on whether or not you actually cited one of your sources in your paper.

Annotated Bibliography



“a bibliography that includes brief explanations or notes for each reference”

Annotated Bibliography

Contains notes (annotations) about *each* source

Represents *your interaction* with the sources you collected for your working bibliography.

Enables you to assess the usefulness and relevance of your sources and convey this information to others.



Think of your annotated bibliography as a way to leave a “paper trail” of your research process.

There are Two Parts to an Annotated Bibliography

The Citation

The Annotation

The Citation

The citation lists in a particular order (MLA format) the author, title, and publication information of each source.

In fact, the citation will be *identical* to the citation you prepared in your original working bibliography.

The Annotation

The annotation will include **specific information** assigned by your instructor.

FIRST, THE SUMMARY

This will be an **original summary** of the main points and/or purpose of the work.

Your summary should reflect **your understanding** of the work and **NOT** someone else's.

Do **NOT** copy the abstract or summary that is already written. This would be considered **plagiarism**.

NEXT, THE EVALUATION

An **evaluation** of the source.

- Is it useful?
- Is the information reliable?
- Is it biased or objective?
- Is the author credible?
- How do you know?

LAST, YOUR ANALYSIS

How does the source fit into your research?

- Will the source be helpful to you?
- How does it help shape your argument?
- How has this source changed how you think about this argument?

Here is a sample MLA-formatted entry for an annotated bibliography. In this sample, the writer includes three paragraphs: a summary, an evaluation of the text, and a reflection of the applicability to his or her research.*

Lamott, Anne. *Bird by Bird: Some Instructions on Writing and Life*. New York: Anchor Books, 1995. Print.

Lamott's book offers honest advice on the nature of a writing life, complete with its insecurities and failures. Taking a humorous approach to the realities of being a writer, the chapters in Lamott's book are wry and anecdotal and offer advice on everything from plot development to jealousy, from perfectionism to struggling with one's own internal critic. In the process, Lamott includes writing exercises designed to be both productive and fun.

Lamott offers sane advice for those struggling with the anxieties of writing, but her main project seems to be offering the reader a reality check regarding writing, publishing, and struggling with one's own imperfect humanity in the process. Rather than a practical handbook to producing and/or publishing, this text is indispensable because of its honest perspective, its down-to-earth humor, and its encouraging approach.

Chapters in this text could easily be included in the curriculum for a writing class. Several of the chapters in Part 1 address the writing process and would serve to generate discussion on students' own drafting and revising processes. Some of the writing exercises would also be appropriate for generating classroom writing exercises. Students should find Lamott's style both engaging and enjoyable.

Summary

Evaluation

Analysis

*Source: OWL of Purdue (copyright ©1995-2011 by [The Writing Lab](#) & [The OWL at Purdue](#) and [Purdue University](#))

Steps to Preparing your Annotations: Summary (Part 1)

1. Read the source carefully.
2. Be sure you understand the author's main point (thesis) and key evidence.
3. Note whether or not the author includes counter-argument or concessions.
4. Write your summary in your own words. Keep it brief but complete.
5. Refer back to the original source to be sure you are including the key points.
6. Proofread for grammar and spelling.
7. Add your annotation to a copy of your original working bibliography.
8. Proceed to the next steps (evaluation of source and explanation of how you will use the source)

Steps to Preparing your Annotations: Evaluation and Analysis (Parts 2 and 3)

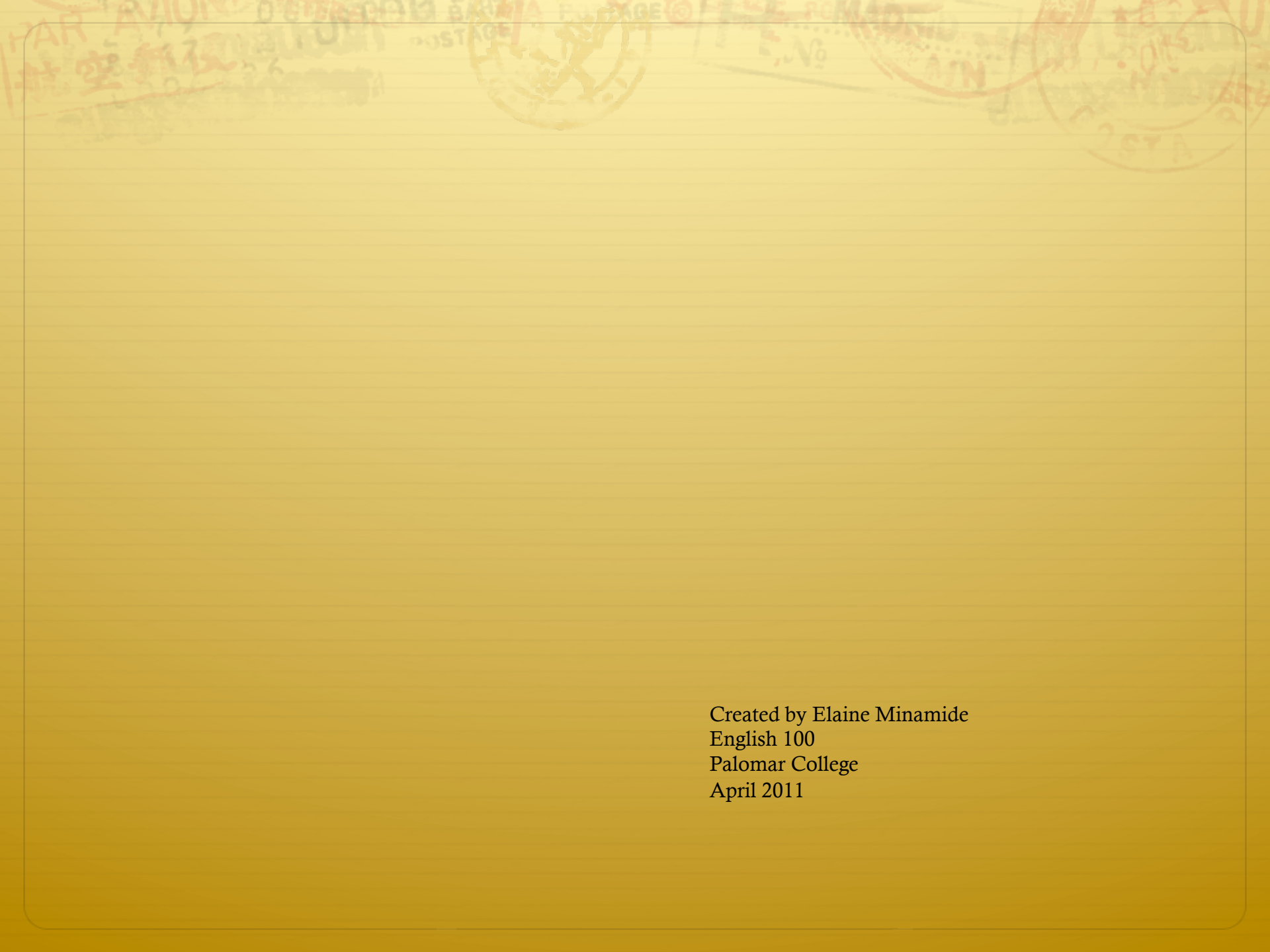
We will cover this material
during our next library
instruction sessions.

Acknowledgments

The material contained in this PowerPoint presentation is based on or adapted from the following sources:

The Purdue Online Writing Lab (OWL) <http://owl.english.purdue.edu/owl/>

San Marcos High School (link no longer available)

The background of the slide is a solid light yellow color. At the top, there is a horizontal strip featuring a collage of vintage Japanese postmarks and stamps. These include circular postmarks with the word 'POSTAGE' and various Japanese characters, as well as rectangular stamps with the word 'AIRMAIL' and other markings. The stamps are in various colors, including red, blue, and black, and are slightly faded and overlapping.

Created by Elaine Minamide
English 100
Palomar College
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