

ANNOTATED BIBLIOGRAPHIES

The bibliography--

A bibliography (also called works cited or reference list) is an organized list of sources consulted during research. Each source is represented by a citation that includes the author (if given), title, and publication information. Bibliographies can be written in various formats, such as APA or MLA. Delaware Tech instructors generally require APA format. For details, please see the Delaware Technical & Community College Libraries APA citation style guide handout available in print or on-line at: <http://www.library.dtcc.edu/wilmlib/APACOLOR.pdf>. Check with your instructor for which style you should use for citations.

The annotation--

An annotated bibliography adds descriptive and/or evaluative comments about a source after the citation. The purpose is to help the reader decide if the source is relevant to a research topic. An annotation is usually a short paragraph containing a few concise, well written sentences. Depending on what your instructor has assigned, annotations may include some of the following items:

- Brief description
- Purpose of the source
- Intended audience
- Unique or helpful features, such as illustrations, charts, etc.
- Author's credentials
- Your conclusions or observations, including whether the source is relevant to your research
- Warning of any defects or bias

Sample annotated bibliography entries using APA format--

These samples are taken from the APA Publication Manual, 5th edition, pp. 370-377.

Books

Maggio, R. (1991). *The bias-free word finder: A dictionary of nondiscriminatory language*. Boston: Beacon Press.

Alphabetical listing of word entries, with alternatives for the terms that connote bias and thoughtful explanations for why they do so. The Writing Guidelines that precede the listing are outstanding, discussing writers' natural frustration and resistance toward writing without bias, why naming is so important to people, and the "insider/outsider rule."

(over please)

Maimon, P., Belcher, G. L., Hearn, G. W., Nodine, B. F., & O'Connor,

F. W. (1981). *Writing in the arts and sciences*. Boston: Little, Brown.

Introduces students to the process of library and laboratory research in the sciences; provides step-by-step instructions on preparing the research paper from draft through final stages.

Trimble, J. R. (1975). *Writing with style: Conversations on the art of writing*.

Englewood Cliffs, NJ: Prentice-Hall.

Offers informal advice on the fundamentals of writing, on how to begin and how to proceed, and on the importance of clear thinking in achieving clear writing; also offers specific advice on punctuation, quotations, and general usage.

Periodicals

Knatterud, M. E. (1991, February). Writing with the patient in mind: Don't add

insult to injury. *American Medical Writers Association Journal*, 6, 10-17.

Drawing examples from medical manuscripts, the author discusses dehumanizing jargon and grammar and offers guidelines on "preserving patients' dignity on the printed page".

Woodford, F. P. (1967). Sounder thinking through clearer writing. *Science*,

156, 743-745.

Argues that good scientific writing both reflects clear thinking and avoids condescension and pretentiousness.

Bibliography for this handout

American Psychological Association. (2001). *Publication manual of the American*

Psychological Association (5th ed.). Washington, DC: Author.

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