Annotated Bibliographies

WHAT IS AN ANNOTATED BIBLIOGRAPHY?
An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited.

ANNOTATIONS VS. ABSTRACTS
Abstracts are the purely descriptive summaries often found at the beginning of scholarly journal articles or in periodical indexes. Annotations are descriptive and critical; they expose the author's point of view, clarity and appropriateness of expression, and authority.

THE PROCESS
Creating an annotated bibliography calls for the application of a variety of intellectual skills: **concise exposition, succinct analysis, and informed library research**.

I.   First, locate and record citations to books, periodicals, and documents that may contain useful information and ideas on your topic. Briefly examine and review the actual items. Then choose those works that provide a variety of perspectives on your topic.
II. Cite the book, article, or document using the appropriate style.
III. Write a concise annotation that summarizes the central theme and scope of the book or article. Include one or more sentences that:
   - Evaluate the authority or background of the author
   - Comment on the intended audience
   - Compare or contrast this work with another you have cited or
   - Explain how this work illuminates your bibliography topic

<u>Sample Annotated Bibliography</u>

Annotated Bibliography

AICPA sets ethical standards for outsourcing. (2005). *Journal of Accountancy*, *199*(1),

8-8. Retrieved from http://www.journalofaccountancy.com/

This article presents the new standards for outsourcing developed by the AICPA ethics committee. The standards are summarized, and a brief discussion is included of the implications going forward for business and international trade. The authors indicate that changes to the business community will be relatively minor. This is a helpful source for getting an overview of the current ethics standards in outsourcing.

American Management Association. (1996). *The AMA style guide for business writing.*

New York, NY: Author.

The American Management Association has created its own guide for business writing. Designed as a supplemental text to more thorough style guides such as APA, this guide covers topics relating specifically to business, such as citing financials, formatting of company reports, and professional approaches to information integrity in the workplace.
This is an indispensable work for anyone doing professional business writing.

Barthelemy, J., & Geyer, D. (2005). An empirical investigation of IT outsourcing versus

outsourcing in France and Germany. *Information & Management*, *42*, 533-542.

doi:10.1016/j.im.2004.02.005

The authors present an investigation of IT outsourcing based on the combined results of a survey administered to IT firms as well as statistical measures from domestic and French or German firms. Their data covers a wide range of IT business unit types. However, the lack of longitudinal data weakens their conclusion that the slower pace of French and German IT outsourcing has had a long-term positive effect on business in those countries.

Adapted from Cornell University Library and Purdue OWL