

# **HOW TO PREPARE AN ANNOTATED BIBLIOGRAPHY\***

## **Geography 111**

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URL: <http://www.library.cornell.edu/okuref/research/skill28.htm> <accessed 2/1/01>.*

### **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.

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.

Cite the book, article, or document using the appropriate style.

Write a concise annotation that summarizes the central theme and scope of the book or article. Include one or more sentences that (a) evaluate the authority or background of the author, (b) comment on the intended audience, (c) compare or contrast this work with another you have cited, or (d) explain how this work illuminates your bibliography topic.

### **CRITICALLY APPRAISING THE BOOK, ARTICLE, OR DOCUMENT**

For guidance in critically appraising and analyzing the sources for your bibliography, see *How to Critically Analyze Information Sources*. For help finding reviews of books, information on the author's background and views, ask at the reference desk for suggestions of appropriate biographical reference materials.

### **CHOOSING THE CORRECT FORMAT FOR THE CITATIONS**

Reference. Style manuals are kept in the reference collections. Check with your instructor to find out which style is preferred for your class.

## **SAMPLE ANNOTATED BIBLIOGRAPHY ENTRIES**

*The following examples are from Geography 111 student papers:*

Klaus, Conrad. 1999 Resource and Waste Taxation in the Theory of the firm with Recycling activities. *Environmental and Resource Economics* 14(2): 217-242.

As the title reveals, this article is concerned with practices that manufacture's and producers need to participate in to slow down the production of waste in our society. Klaus uses the description of 'cradle to grave' to show what the responsibility of the manufacturer and producer is. He specifically points out the flaws in production and the flaws in the products that are made. This article was very helpful to my research in that it did a very good job of covering the role of the manufacturer in the issue of waste management. Klaus also shows how the government needs to step in to enforce policies that stimulate the industries to choose the less harmful and more responsible practices of dealing with their waste. The one problem with this article is found in a Journal on Economics and so there was a lot of the article that I did not need in order to gain the information to cover my topic. The article had a lot of mathematical equations for governments to use in determining tax levels for use as stimulation. Though Klaus did not include much on the role of the consumer, the article did explain the involvement of both the government and industries. Another interesting point that Klaus pointed out was the idea that there are many 'shadow costs' on materials and on products that are specifically environmental costs but are not included in the real costs that producers and consumers pay. This article and the previous article by Lober compliment each other in that they cover separate practices yet come up with many similar conclusions.

World Resources Institute. <http://www.wri.org> [March 29, 2001].

Included in this web site were numerous articles and research data that was specific to my topic. One article called, "Are business and industry taking sustainability seriously?" discusses the need for product re-design and production re-design. The term that this article uses to describe these processes is 'Eco-efficiency.' The article gives examples of governments that are working at giving incentives and taxes that will promote 'Eco-efficiency'. The article also is honest about the number of businesses and industries that are involved in this process and how the number is very small. This web site also had many resources that helped in better defining the problem and gave different perspectives on the issues involved. There were many links to other research centers and various organizations dedicated to alternative waste management practices.