Annotated Bibliography Checklist

Definition: An annotated bibliography is a list of citations which each have a paragraph describing or evaluating the work cited. This paragraph is called an annotation.

Annotated Bibliography Checklist –Please fill in the blank with the information requested.

☐ I know the number of sources (at a minimum) that are required for this assignment and have included them in my annotated bibliography: _____ (number of sources required at a minimum)

☐ I know the types of sources (at a minimum) that are required for this assignment and have included them in my annotated bibliography: _____ (types of sources required at a minimum)

☐ I know which citation style (MLA, APA, or Chicago) to use: ____________________________

☐ I have created/assembled citations for all my database articles, websites, books, newspapers, etc in MLA8 format. Reminder: All database articles give you the citation formatted in MLA8. The citation can either be found at the bottom of the article, or by looking for the word, “Cite,” usually located at the top or right-side of the page.

☐ I have the following title centered at the top of the page, as modeled in the handout: Annotated Bibliography

☐ I have placed the heading my teacher desires on my annotated bibliography.

☐ I have used Times Roman or Arial font, 12 pt. *If your teacher has provided specific directions as to which type and size font you should use, do that instead.

☐ I have alphabetized my citations by the author’s last name. If I have a citation that has no author, I have used the first word of the title instead.

☐ Each of my citations has an annotation that is 4-6 sentences long, that I have written in my own words, and that summarizes the piece and evaluates/reflects on the piece. *If your teacher has provided specific directions on what to include in your annotation or how long it should be, follow those directions instead.

☐ When writing my annotations, I remembered to compare and contrast the source with the other sources I have included. *If your teacher has provided specific directions on what to include in your annotation or how long it should be, follow those directions instead.

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☐ When writing my annotations, I remembered to discuss how this source relates to my topic and what perspective it provides. *If your teacher has provided specific directions on what to include in your annotation or how long it should be, follow those directions instead.*

☐ My annotated bibliography is double-spaced with a hanging indent.

☐ I have remembered that in MLA style, annotations come immediately after the citation (i.e. After I put a period at the end of my citation, I did NOT hit enter/go to the next line. Instead, I started typing my annotation on the exact same line as the one in which I finished my citation.