**Annotated Bibliography Instructions**

Annotated Bibliographies are a common practice in post-secondary research. In my opinion, it is the most important skill that you will learn here and use in your future academic career. We will work on these in preparation for your NHD project.

🡪Each individual will submit an annotated bibliography with at least 9 sources (minimum three primary sources)

🡪Each group will submit an annotated bibliography with at least 13 sources (minimum four primary sources)

**\**NOTE: A Comprehensive, student-friendly annotated bibliography guide can be found at*** [***www.nhd.org***](http://www.nhd.org) ***on the “Entering the Contest” page under the “Conducting Research” dropdown\****

Key elements of an annotated bibliography:

It is called an Annotated Bibliography. Not a Bibliography, not a Works Cited. Put this in the top center and either underline or boldface the title.

Primary sources are listed first, and listed in alphabetical order by the first word in the citation (excluding “a,” “an,” and “the.”)

Secondary sources are listed next, and listed in alphabetical order by the first word in the citation (excluding “a,” “an,” and “the.”)

**\*\*To assist you with this, you may want to create a file of Primary Sources and a file of Secondary Sources.**

Annotated bibliographies are double-spaced (no need for an extra line between entries).

All lines after the first lines are tabbed in one tab (1/2 inch).

URLs (web addresses) should NOT be hyperlinked. I know that word does this automatically. Right click on the hyperlink, and click “remove hyperlink.”

A good annotated bibliography entry contains the following elements:

**Annotated Bibliography**

Proper Title

Proper Subtitle

**Secondary Sources**

Collinson, Simon. “President or King?” *History Today* Nov. 2000: 9-15. *eLibrary*. Web. 15 Aug. 2011. <http://www.elibrary.com>.

Proper Citation Format (MLA in this case)

This journal article argues that the partisan conflict that developed in the 1790s and came to a head in the election of 1800 was a result of the application of the ideals of the American Revolution. Understanding the American Revolution was the defining event in the lives of the electorate, the author argues that the Republicans used this event to appeal to voters, arguing that they would be completing the “revolution of 1776.” This article helped in my research to help develop my thesis on the rise of the Republican Party as an outgrowth of the revolutionary generation.

The last section should be written in PAST tense, and explain HOW you USED this source in your research.

Make sure that your entry contains:

A proper title

A sub-heading listing whether the source is a primary or secondary source.

A properly formatted MLA citation.

A properly formatted annotation.

Carefully checked for proper spelling, grammar, capitalization, and conventions (use the checklists on this sheet to help you).

Make any and all corrections from the second round – **please paper clip corrected copies on the back**.

Classify the entries into primary and secondary sources.

Alphabetize the primary sources and alphabetize the secondary sources

Carefully check for proper spelling, grammar, capitalization, and conventions.

Make sure all annotations start on a clean line.

Make any and all corrections from the second round – **please paper clip corrected copies on the back**.

Classify the entries into primary and secondary sources.

Alphabetize the primary sources and alphabetize the secondary sources

Carefully check for proper spelling, grammar, capitalization, and conventions.

Include this page on the cover for a rubric (please use a paper clip).

Make any and all corrections from the earlier rounds

Classify the entries into primary and secondary sources.

Alphabetize the primary sources and alphabetize the secondary sources

Carefully check for proper spelling, grammar, capitalization, and conventions.

**Annotated Bibliography Rubric**

**ANNOTATED BIBLIOGRAPHY RUBRIC:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Properly alphabetized | Properly formatted citations | Annotations – clear summary | Annotations – usage statement | Spelling, grammar, conventions |
| 0 1 3 5 | 0 2 4 6 8 10 | 0 2 4 6 8 10 | 0 2 4 6 8 10 | 0 2 4 6 8 10 |

Demonstrates a variety of sources: \_\_\_\_\_\_\_\_\_\_\_/5

Total: \_\_\_\_\_\_\_\_\_\_\_/50

***Note total number (\_\_\_\_\_\_\_\_\_\_\_) of sources below:***

***Total Primary Sources: \_\_\_\_\_\_\_\_ Total Secondary Sources: \_\_\_\_\_\_***

***Put a \* next to all NEW additions to the bibliography since the last grading phase.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Books | Reference Sources | Online database articles | Websites / web articles | Lectures / speeches | Government documents / laws / court decisions |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Interviews | Photographs / art | Ebook | Other (explain) | Other (explain) | Other (explain) |
|  |  |  |  |  |  |