**Annotated Bibliography**

**Basic Information**What type of resource are you citing? Is it primary or secondary? What is the MLA citation?

**Summarize**Summarize the resource. What are the main arguments? What is the point of this book or article? What topics are covered? If someone asked what this article/book is about, what would you say?

**Assess**Did your source have a table of contents? An index? Footnotes? A bibliography?  
Was the vocabulary basic or more academic?  
How well did it cover the topic, it is basic or in depth?  
Did it have any extras (ie: maps, illustrations, etc.)?  
How useful is this source? How reliable?

**Reflect**Was this source helpful to you? How does it help you shape your argument? How can you use this source in your research project? Has it changed how you think about your topic?

**Example:**

Holzer, Harold. *Lincoln: How Abraham Lincoln Ended Slavery in America: a Companion Book for Young Readers to the Steven Spielberg Film*. It Books, 2012.

This resource is about Abraham Lincoln's history and how he developed his thoughts and opinions about slavery. It has a detailed table of contents and is well organized. The bibliography had many primary sources as well as annotations. Additionally, it contains images and references inside the chapters. The vocabulary was appropriate for high school but still covered the topic well. This book was a great starting point for my research. It gave me basic knowledge on the topic while also leading me to other primary resources that became the framework for my project.

**Bibliography Checklist**

Format all text to the same font and size.

To eliminate odd formatting or highlighting, you can use the “format painter” or “clear all formatting.”

Ensure that all titles and database names are italicized.

All citations should be double spaced, but the annotation should be single spaced. You can alter this formatting under “paragraph” in Microsoft Word.

Citations should be indented on the second line. The easiest way to do this is to ensure that you can see the “ruler” (under “View” and select the “Ruler” box). Then you can slide the bottom part of the hourglass to the right.

Your resources should be alphabetized by the author’s last name. If there is no author, use the first word in the title.

Use “format painter” or the “shift” and “control” keys to select multiple sections and format them all at once.

**Shortcut Keys**

“Ctrl + A” will “select all” “Ctrl + B” will “bold”

“Ctrl + C” will “copy” “Ctrl + U” will “underline”

“Ctrl + V” will “paste” “Ctrl + I” will “italicize”

“Ctrl + Z” will “undo” “Ctrl + S” will “save”

Holding the shift key and selecting with the mouse will highlight an entire section

Holding the control key and selecting with the mouse will highlight multiple specific sections