

Creating an Annotated Works Cited

- Create an Annotated Works Cited**
- Cite Sources**

What Is an Annotated Works Cited?

It's a list of citations (or bibliography) to your sources that includes a brief (usually about 150 words) descriptive and evaluative paragraph--the annotation--for each source.

Why Annotate?

Often others who are interested in researching a topic benefit from a a bibliography that not only lists information about title and author, but tells them something about the content, too. Creating an annotated works cited is also a good way to collect and carefully consider which sources will work best in conducting and writing about your own research.

What is an Annotated Bibliography or Works Cited

What's an Annotated Bibliography?



How To

1. Gather books, periodicals, and documents that may contain useful information and ideas on your topic. Briefly examine and review the actual items. Choose the works that provide a variety of perspectives on your topic.
2. Cite each book, article, or document using the appropriate style, in this case, MLA format. Use the "Cite Sources" tab for information on how to do this.
3. After each source that you have listed according to M.L.A. format, include a short, detailed paragraph that
 - Summarizes the main ideas of this source.
 - Explains how this source might be used to support your own research.
 - Briefly (e.g, in one sentence) assess the quality of this source in terms of its authority (is the author an expert on the topic?), bias, and overall quality.

Remember that your annotated bibliography represents your effort to find, read, review and evaluate the VERY BEST SOURCES related to your topic.

Formatting Your Annotated Works Cited

The general rules for formatting an **MLA style** annotated bibliography:

- 12 pt. Times New Roman font
- 1" margins
- Double-spaced
- 1st line of citation is flush left; additional lines indented .5" (i.e., "hanging indent").
- 1st line of annotation (your writing about the source) indented 1 full inch. This is *optional*, depending on instructor's directions.
- Additional lines indented .5"

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Professor Willis
English 101
3 March XXXX

Online Monitoring: A Threat to Employee
Privacy in the Wired Workplace:
An Annotated Bibliography

Adams, Scott. *Dilbert and the Way of the Weasel*. New York: Harper,
2002. Print.

Adams's "Dilbert" cartoons are known for satirizing everyday workplace issues. The cartoon on page 106 illustrates how rampant Internet use in the workplace has become and suggests that both employers and employees are well aware of the practice. The cartoon points out the difficulty employers face in trying to restrict employee Internet use. American Management Association and ePolicy Institute. "2005 Electronic Monitoring and Surveillance Survey." *American Management Association*. Amer. Management Assn., 2005. Web. 15 Feb. 2006.

According to the survey of workplace Internet use summarized in this article, employers are most concerned about employees visiting inappropriate Web sites. However, employers' monitoring of employees extends beyond blocking certain Web sites. Many employers who participated in the study also track individual keystrokes and review e-mails. The study suggests that the majority of employers who monitor Internet use are telling their employees that they are being

In MLA style, each entry begins at the left margin; subsequent lines indent 1/2".

The annotation begins on a new line and is indented 1/2".

Standard sample for formatting an annotated bibliography in MLA format.

Waite, L. J., Goldschneider, F. K., & Witsberger, C. (1986). Nonfamily living and the erosion of traditional family orientations among young adults. *American Sociological Review*, 51(4), 541-554.

The authors, researchers at the Rand Corporation and Brown University, use data from the National Longitudinal Surveys of Young Women and Young Men to test their hypothesis that nonfamily living by young adults alters their attitudes, values, plans, and expectations, moving them away from their belief in traditional sex roles. They find their hypothesis strongly supported in young females, while the effects were fewer in studies of young males. Increasing the time away from parents before marrying increased individualism, self-sufficiency, and changes in attitudes about families. In contrast, an earlier study by Williams cited below shows no significant gender differences in sex role attitudes as a result of nonfamily living.