Annotated Bibliographies are lists of citations with annotations that describe the resource. The annotation has three parts – descriptive, evaluative, and reflective. In the descriptive portion, you describe the content and argument of the article, book, or resource; in the evaluative portion, you analyze the resource and its content and argument. In the reflective portion, you consider how helpful the source was to your research, and whether it has changed how you think about a given topic.

Things to consider in your analysis include:

<table>
<thead>
<tr>
<th>Basic analysis</th>
<th>Critical analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author: credentials, respected author, from a reputable institution/organization?</td>
<td>Intended audience? Too elementary/technical/advanced for your research?</td>
</tr>
<tr>
<td>Date of publication: new or old? Current or out-of-date? Has book been updated or revised or edited?</td>
<td>Objective Reasoning: Fact vs. opinion vs. propaganda? Well-researched with evidence? Arguments in line with others in field? Objective and impartial writing?</td>
</tr>
<tr>
<td>Publisher: Who is it? How do you know if it’s reputable? Is the resource self-published (and not edited or peer-reviewed)?</td>
<td>Coverage: Does work update other sources, substantiate other work, add new information? Does it extensively or marginally cover your topic? Is it primary or secondary material?</td>
</tr>
<tr>
<td>Title of journal: Scholarly vs. popular?</td>
<td>Writing Style: Is it well-written – organized logically, main points clearly presented, easy to read, not repetitive?</td>
</tr>
</tbody>
</table>

Format for annotated bibliographies in ASA style


In this quick guide, Ms. Guittar outlines what an annotated bibliography is, emphasizing the analytical and evaluative qualities of an annotation. She also provides a handy formatting guide for students through a fictional sample citation and annotation. This guide is self-published by Ms. Guittar, but as a librarian, she is somewhat of an authority on the ins and outs of bibliographic citation. The guide itself is successful insofar that it is brief and easy to follow, but it is not the in-depth guide on ASA style that may be necessary to properly write an annotated bibliography. Students are recommended to consult a more comprehensive source, such as that provided by Purdue University on their Online Writing Lab website.
A website that has lots of helpful hints about formatting in ASA, as well as a more comprehensive guide to writing annotated bibliographies, is Purdue University’s OWL site:

https://owl.english.purdue.edu/owl/resource/583/03/ (Formatting a reference page in ASA Style)
http://owl.english.purdue.edu/owl/resource/614/01/ (Annotated Bibliographies)

Some basic rules for ASA style (but check to see if your professor outlines different requirements):

- All text should be double-spaced, and in 12-point Times Roman font, or a similar serif font.
- Reference list entries must have a hanging indent, and each paragraph should be indented.
- There should be 1 ¼ inch margins on each page.
- Start counting pages on the first page of text, but numbers should only appear from the second page onward (as 2, etc.).
- The reference list is alphabetical by authors' last names.
- When a work has more than one author, the name of the first author is inverted (Lastname, Firstname). The names of additional authors are not inverted.