

GUIDE TO WRITING AN ANNOTATED BIBLIOGRAPHY

WHAT IS AN ANNOTATED BIBLIOGRAPHY?

An annotated bibliography is a list of citations, which can include books, journal articles and documents. Each citation is usually followed by a very brief description of the text and more importantly, a critical evaluation. This is often referred to as the annotation and should be between 100-200 words per citation as detailed in your assignment brief.

The purpose of an annotated bibliography is to highlight the importance, accuracy and credibility of each cited source. An annotated bibliography may be set for an assignment in order to inform the reader (in this case, academic staff) of your ability to choose sources that are relevant to your assignment topic.

This can also be used independently to identify key reading to support your understanding of a topic, which can then be drawn upon when completing your summative assessment. Writing an annotated bibliography will be beneficial to gain skills in organising data and developing a critical stance regarding published literature.

THINGS TO THINK ABOUT:

All of the sources cited will need to be correctly referenced. Access your required referencing style via your university or college.

The following information will need to be included in the annotation for each source:

- **Summary – what is it about?**
 - What is the author's purpose, aim or research question?
 - What is the main argument, finding or conclusion
- **Evaluation – what do you think about the text?**
 - Who is it written for? (e.g. the general public, health professionals, academic staff?)
 - What do you think are the main strengths?
 - Are there any weaknesses or flaws with the research?
- **Reflection – how might you use it?**
 - Has the text helped you understand something more in depth?
 - How useful is the research?
 - How might you refer to it?

EXAMPLES:

The table below shows an example of an annotated bibliography entry containing 150 words:

Lhachimi, S.K. and Cole, K.J. (2015) Health impacts of increasing alcohol prices in the European Union: A dynamic projection. <i>Preventive Medicine</i> . 55 (3), pp.237-243.	
Summary	<p>This research aims to quantify the health impact of increasing the price of alcohol.</p> <p>Quantitative methodology uses alcohol consumption and disease data to plot changes in the health of the population.</p> <p>The authors conclude that increasing price of alcohol would reduce significant numbers of alcohol related deaths and lead to a reduction in chronic diseases. Therefore, reducing excessive drinking could result in significant gains in the health of the general population.</p>
Evaluation	<p>The article appears to be written to inform health professionals who work with alcohol-dependant people.</p> <p>The data presented by the authors is informative, however, the data collection method could be considered flawed due to the small sample groups. The research also appears to be predictive and therefore, may be considered biased.</p>
Reflection	<p>The results and conclusions could be used by health professionals to inform the general public of the benefits of raising the price of alcohol using the data presented.</p>

Another useful example is below, containing 211 words:

<p>Citation: Trevor, C.O., Lansford, B. and Black, J.W. (2014) Employee turnover and job performance: monitoring the influences of salary growth and promotion. <i>Journal of Armchair Psychology</i>, 113(1), pp.56-64.</p> <p>In this article, the authors review the influences of pay and job opportunities in respect to job performance, turnover rates and employee motivation. The authors use data gained through organisational surveys of blue-chip companies to try to identify the main causes of employee turnover and whether it is linked to salary growth. Their research focuses on assessing a range of pay structures such as pay for performance and organisational reward schemes.</p> <p>The article is useful to my research topic, as Trevor <i>et al.</i> suggest that there are numerous reasons for employee turnover and variances in employee motivation and performance. Their findings and conclusions highlight the correlation between high staff turnover, poor performance levels and low staff morale.</p> <p>The main limitation of the article is that the survey sample was restricted to mid-level management, thus the authors indicate that further, more extensive, research needs to be undertaken to develop a more in-depth understanding of employee turnover and job performance. This article will not form the basis of my research; however it will be useful supplementary information for my research on pay structures.</p>
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