
**WHAT IS AN ANNOTATED BIBLIOGRAPHY?**

An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief annotation, a descriptive and evaluative paragraph that is usually 150 words. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited. It is NOT a repetition of the abstract provided by the author(s).

**CHECKLIST:**

Each work cited in your annotated bibliography should contain the following information:

1. Provides a brief summary of the central theme and scope of the book, article, report, etc.
2. Clearly identifies the date of publication and comments on whether the work is timely and/or relevant.
3. Clearly identifies the publisher (whether the government, a think tank, journal, etc.)
4. Explains how the work will contribute to your topic of study.
5. Cites the work using an appropriate citation style (MLA or APA).

**EXAMPLE:**


In their article published in a leading American journal in the field of sociology, 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. Although a little dated, this article is relevant as we will be examining data from National Longitudinal Surveys in research results and analysis section of our paper.
Assignment Overview

In order to prepare for the Short Policy Paper, students are required to complete an annotated bibliography. This bibliography is designed to help you start early and work through the preliminary research phase of the paper. You are not required to use only the sources from this bibliography for the final paper, nor are you required to use all of these sources for the final paper. However, it is expected that you make use of this opportunity to complete the background research for the assignment early on in the process. The more thorough your source list and annotations, the easier the final product will be to put together.

Requirements

- You must submit at least 12 sources with your annotated bibliography; though not required, you are welcome to submit more.
- You should categorize the sources in the bibliography based on the part of the paper you intend to use the source for; you are permitted to use the same source in more than one section of the paper; however, for the purposes of the annotated bibliography, you should list cross-listed sources under only one section.
- You are highly encouraged to have at least one source in each of the following categories:
  - Problem Definition
  - Political Environment
  - Research Results and Analysis
  - Costs and Benefits
  - Externalities, Implementation Problems, and Offsetting Behaviors
  - Alternative Policies
- Refer to the PAM 2300 Annotated Bibliography Checklist for assistance with creating an annotated bibliography; some key elements you will want to include in your annotation are:
  - What the source is
  - Why the source is credible
  - Why you are using the source
- You may use either APA or MLA formatting, as long as you maintain consistency throughout the bibliography.
- The Annotated Bibliography assignment is due to your TA via e-mail in .pdf, .doc, or .docx format by 12:20pm on Wednesday, September 12th.

Grading

- Acceptable completion of the Annotated Bibliography assignment will count for 2.5% of the overall Short Policy Paper grade.
- Anyone may take an automatic extension on submission of the Annotated Bibliography assignment but not exceeding five days (Monday, September 17th at 12:20pm), after which a grade of 0% will be given for the Annotated Bibliography assignment; the late penalty is a 20% Annotated Bibliography assignment grade reduction for each day late (beginning at 12:20pm on Wednesday, September 12th).