

Creating Annotated Bibliographies using Academic Writer



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<https://nsufl.libguides.com/attendance>
and choose Charlene

Abbreviation	Book or publication part
Pl.	part
Tech. Rep.	technical report
Suppl.	supplement

9.51 Annotated Bibliographies

An *annotated bibliography* is a type of student paper in which reference list entries are followed by short descriptions of the work called *annotations*. Annotated bibliographies can also constitute one element of a research paper in fields that require bibliographies rather than reference lists. Most APA Style guidelines are applicable to annotated bibliographies. For guidance on paper margins, font, and line spacing, see Chapter 2. This chapter provides guidelines for creating and properly ordering references in an annotated bibliography. For templates and examples of reference list entries, see Chapter 10. When writing

the text of your annotated bibliography, consult the writing style and grammar guidelines in Chapter 4, the bias-free language guidelines in Chapter 5, and the mechanics of style guidelines in Chapter 6. In general, it is not necessary to cite the work being annotated in the annotation because the origin of the information is clear through context. However, do include in-text citations (see Chapter 8) if you refer to multiple works within an annotation to clarify the source.

Instructors generally recommend that you include the number of references in the absence of other information.

- Format and order: Use the same format and order as in the reference list (see 9.43–9.44).
- Each annotation: Indent the entire annotation as if it were a block of text.
- If the annotation includes a title and any supplementary information, indent the title and any supplementary information as if it were a block of text.

See Figure 9.3 for a sample annotated bibliography.

9.51 Annotated Bibliographies

An *annotated bibliography* is a type of student paper in which reference list entries are followed by short descriptions of the work called *annotations*. Annotated bibliographies can also constitute one element of a research paper in fields that require bibliographies rather than reference lists. Most APA Style guidelines are applicable to annotated bibliographies. For guidance on paper margins, font, and line spacing, see Chapter 2. This chapter provides guidelines for creating and properly ordering references in an annotated bibliography. For templates and examples of reference list entries, see Chapter 10. When writing the text of your annotations, consult the writing style and grammar guidelines in Chapter 4, the bias-free language guidelines in Chapter 5, and the mechanics of style guidelines in Chapter 6. In general, it is not necessary to cite the work being annotated in the annotation because the origin of the information is clear through context. However, do include in-text citations (see Chapter 8) if you refer to multiple works within an annotation to clarify the source.

APA Publication Manual, 7th ed., Section 9.51

What's the difference between
... a Bibliography...
...an Annotated Bibliography...
...a Reference List?



SAMPLE 1: Each Annotation contains

1. A citation, same format as in a reference list

2. Short statement of the author's viewpoint

3. Short summary of the theory, research findings or argument

4. Comments on the usefulness and/or limitations of the text for your research

Consult your assignment instructions

SAMPLE 2: Each Annotation contains

1. Citation, same format as in a reference list

2. Purpose of study

3. Participants (number, ages, selection process, etc.)

4. Description of intervention

5. Methodolog(ies)

6. Results

7. Author's conclusions/recommendations

Consult your assignment instructions

Typical Annotated Bibliography Entry, APA Style

First, the reference citation—including double spacing and hanging indent

Physical Activity: Annotated Bibliography

Dishman, R. K., McIver, K. L., Dowda, M., Saunders, R. P., & Pate, R. R. (2019). Self-efficacy, beliefs, and goals:

Moderation of declining physical activity during adolescence. *Health Psychology, 38*(6), 483-493.

<https://doi.org/10.1037/hea0000734>

Consult your assignment instructions

Format the Annotation, APA Style

Second, compose the Annotation (usually 100-300 words)

- ❑ New paragraph below the reference entry
- ❑ Write in full sentences, using academic writing style
- ❑ Use transition words (e.g. furthermore)
- ❑ Be **concise** – stick to significant details
- ❑ Do NOT repeat information that is already in your citation, *such as the title of the article*



Consult your instructor's instructions

Format the Annotation, APA Style (cont'd)

- ❑ **Indent the entire annotation** (separate from the citation) **0.5 inch (one tab key)** from the left margin
- ❑ If the annotation spans **multiple paragraphs**, indent the **first line of the second and any subsequent paragraphs an additional 0.5 inch**

These are the same formatting requirements as used for block quotations (*Sec.8.25–8.34, APA 7th Ed.*)

Consult your instructor's instructions

Arrangement of a Typical Annotated Bibliography, APA Style

- ❑ Arrange your sources and summaries in **alphabetical** order by the surname of the first author, as you would in a reference list
- ❑ Double space the complete annotated bibliography

Consult your assignment instructions



Academic Writer™

What is Academic Writer?





What is Academic Writer?

Online app offering a suite of integrated services and tools designed to help students learn and apply APA Style



Academic Writer

APA's tool for teaching and learning effective writing

(formerly APA Style CENTRAL)

HOME

LEARN

REFERENCE

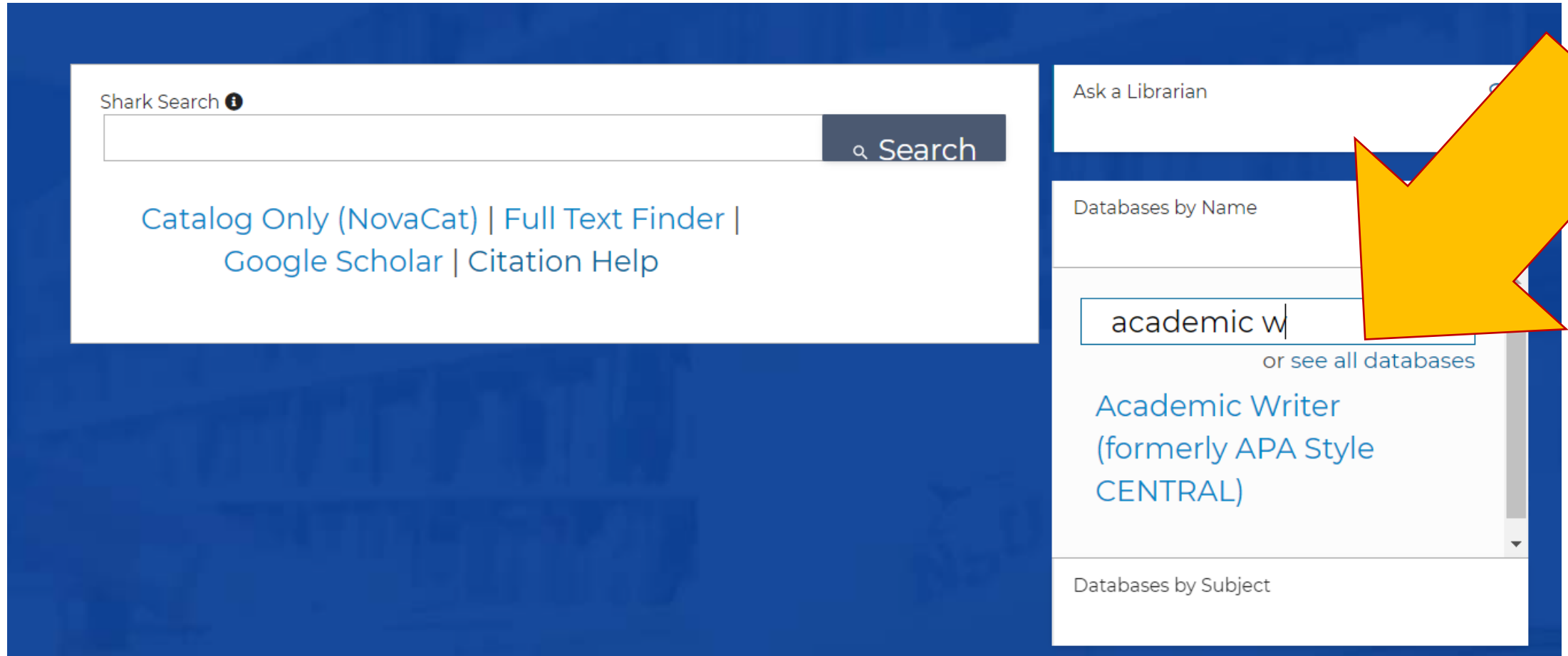
WRITE

Do Not USE
Internet Explorer!

Enter through the
Sherman Library
webpage

Must create account
using NSU email
address

How to Find Academic Writer







The screenshot shows a library website interface. On the left, there is a search bar labeled "Shark Search" with an information icon and a "Search" button. Below the search bar are links for "Catalog Only (NovaCat)", "Full Text Finder", "Google Scholar", and "Citation Help". On the right, there is a section titled "Databases by Name" with a search input field containing "academic w". Below the input field is a link "or see all databases". The search results list "Academic Writer (formerly APA Style CENTRAL)". Below this is a section titled "Databases by Subject". A large yellow arrow points to the search results.

You must authenticate through the Library's webpage at Sherman.library.nova.edu

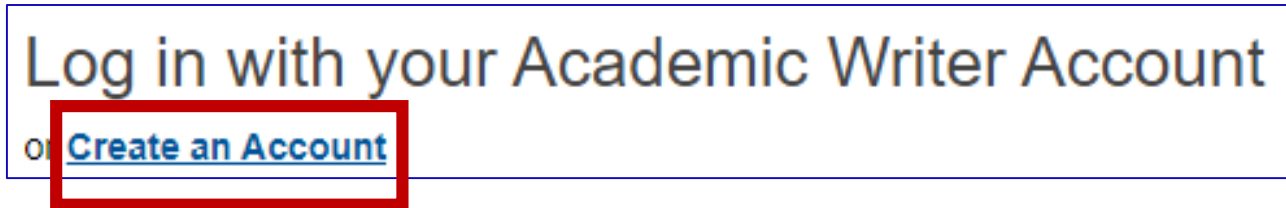
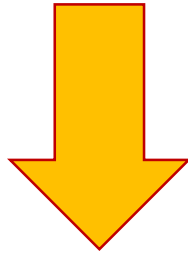
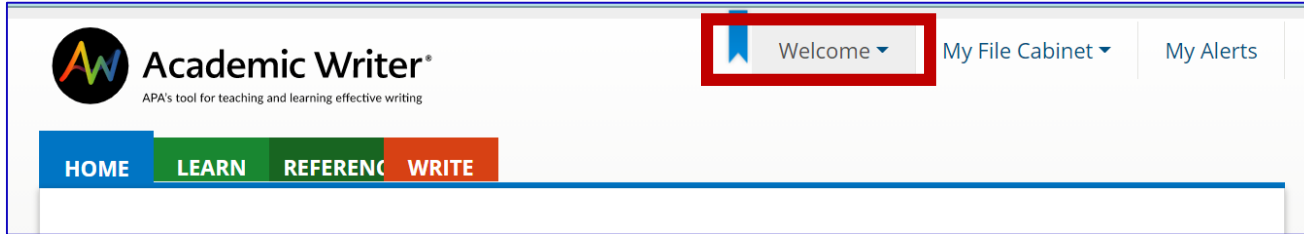
Log In

Library Login

 Students, Faculty, and Staff Shark ID <input type="text" value="jsmith"/> Password <input type="password"/> Log in Help	 Registered Broward County Patrons Last Name <input type="text" value="Smith"/> Library Card Number <input type="text"/> Log in Help Get a Card	 Alumni and NSU Affiliates Last Name <input type="text" value="Doe"/> NSU or HPD ID <input type="text"/> Log in Help	 USchool Student Login <input type="text"/> Password <input type="password"/> Log in Help
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Use your sharklink ID and password

How to Create an Account in AW



Create an Academic Writer Account or [Log In](#)

**Fields marked with an asterisk are required.*

First Name*

Last Name*

Email*
Please use your institutional email address.

Retype Email*

Choose a Username*
 You can use Username to log in.

Choose a Password*

Case-sensitive, min 8 characters, use both letters and numbers, and cannot be your name, username, or email

Retype Password*

In order to create an Academic Writer account, you must acknowledge that you have read and understood the following:

- I have read and agree to the [APA Terms and Conditions](#)
- I have read and agree to the [Academic Writer Terms of Service](#)
- I have read and agree to the [APA Privacy Policy](#)

You must use your NSU email

Steps to Creating Your Annotated Bibliography on AW



Getting started on your Annotated Bibliography

The screenshot shows a website interface with a navigation bar at the top containing four tabs: HOME (blue), LEARN (green), REFERENC (green), and WRITE (orange). Below the navigation bar, the text "Welcome to the Writing Center" is displayed in a red, italicized font. Underneath, the heading "I want to..." is followed by two columns of content. The left column is titled "Start a New Paper" and describes using templates to write papers from scratch with step-by-step instructions on APA Style. It includes a red button labeled "Write a New Paper". The right column is titled "Work on a Saved Paper" and describes continuing writing, editing, or formatting a paper. It includes a red button labeled "Go to My Papers".

1. Start a New Paper
2. Select Student Paper
3. Select template (Basic)
4. Enter title
5. Under **Research Lab Book**, select *Create Annotated Bibliography*
6. Click on Get Started
7. Click on Add References to Annotated Bibliography

Choose Formatting Options for Preview and Export

▼ Choose Formatting Options for Preview and Export

Include my paper's title page.

Order references by:

Export as: Word PDF

1. For Order, choose Author (default, which is APA style) or Date
2. Set Export to Word (default) or PDF

Select Reference from Reference Library

▼ Choose Formatting Options for Preview and Export

Include my paper's title page.

Order references by: Author ▼ A-Z ▼

Export as: Word PDF

Annotations **Add References to Annotated Bibliography** Export

▼ Basic Search ?

All ▼ asheim Search

Search in APA PsycInfo My References

▶ Advanced Search ?

APA PsycInfo (12) **My References (1)** Create Reference

All **+ Add to Annotated Bibliography**

Asheim, L. (1953). Not censorship but selection. *Wilson Library Bulletin*, 28, 63–67. Add Notes

1. Search for the reference –Basic or Advanced form--already in your reference library
2. Click on the box next to the reference when it appears
3. Click on **+Add to Annotated Bibliography**
4. Academic Writer will confirm that it has been added

Or, create references as you go

► Choose Formatting Options for Preview and Export

Annotations Add References to Annotated Bibliography

▼ Basic Search ?

All Search for references

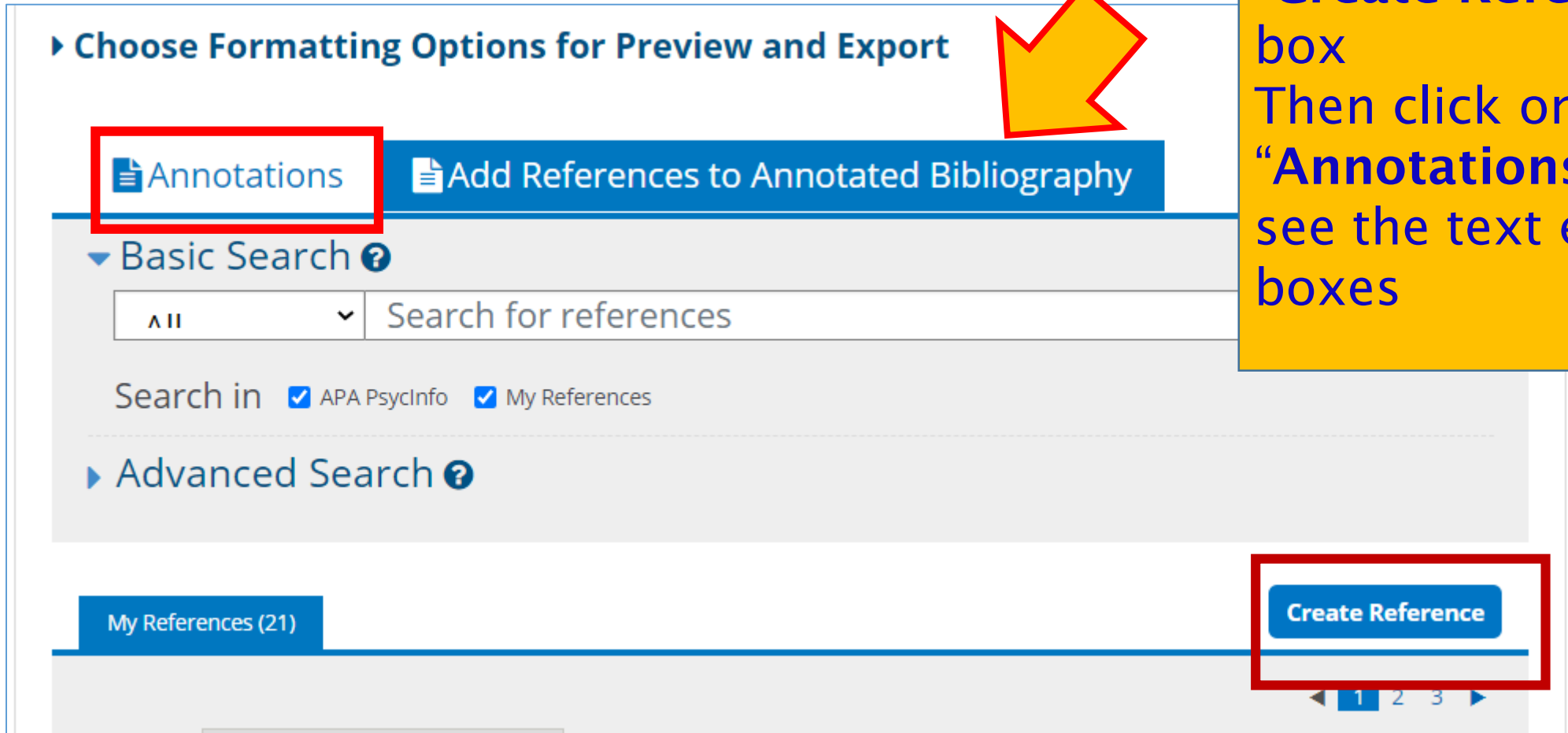
Search in APA PsycInfo My References

► Advanced Search ?

My References (21)

Create Reference

◀ 1 2 3 ▶

A screenshot of a reference management software interface. At the top, there is a section titled "Choose Formatting Options for Preview and Export". Below this, there are two buttons: "Annotations" (highlighted with a red box) and "Add References to Annotated Bibliography". Underneath, there is a "Basic Search" section with a dropdown menu set to "All" and a search input field containing "Search for references". Below the search field, there are two checked checkboxes: "APA PsycInfo" and "My References". There is also an "Advanced Search" section. At the bottom of the interface, there is a "My References (21)" section and a "Create Reference" button (highlighted with a red box). A yellow arrow points from the "Create Reference" button back to the "Annotations" button.

Create a reference by clicking on the **“Create Reference”** box
Then click on **“Annotations”** to see the text editing boxes

Creating references as you go

The screenshot shows the Academic Writer interface. At the top, there is a navigation bar with the logo and the text 'Academic Writer® APA's tool for teaching and learning effective writing'. To the right, there are user-specific links: 'Welcome, Charlene', 'My File Cabinet', and 'My Alerts'. Below this is a main navigation bar with tabs for 'HOME', 'LEARN', 'REFERENC', and 'WRITE'. The 'REFERENC' tab is active. The breadcrumb trail reads 'Home > Reference Center > Add References'. The main heading is 'Add References', followed by a paragraph: 'Add new references by creating them with forms in the reference generator, importing them, or searching preformatted references from APA PsycInfo. References you have already added are in [My References](#).' Below this is a sub-navigation bar with three buttons: 'Create', 'Import', and 'Search'. The 'Create' button is highlighted with a red rectangular box. Below the buttons is the instruction 'Select a reference type to get started'. There are four columns of reference types, each with a list of options:

- Periodicals**
 - Journal article
 - Newspaper article
 - Magazine article
 - Newsletter article
 - Blog post
 - Online periodical
- Books, Reference Works, and Book Chapters**
 - Authored book
 - Edited book
- Meetings and Symposia**
 - Conference materials: paper, poster, session, or keynote
 - Proceedings
- Technical and Research Reports and Gray Literature**
 - Report by a government, agency,

You will be taken to the **Reference** tab, where you will have three options for adding reference citations to your reference library. *To return to the Bibliography, you will have to retrace your previous steps and then add the reference to it.*

Organizing References with Tags

Academic Writer®
APA's tool for teaching and learning effective writing

Welcome, Charlene ▾ My File Cabinet ▾ My Alerts ▾

HOME LEARN REFERENCE WRITE

Home > Reference Center > My References > My Reference Tags

My Reference Tags Search My Reference Tags 🔍 ?

References in Academic Writer are formatted in seventh edition APA Style. For questions about APA Style, contact StyleExpert@apa.org. For questions about your account, contact academicwriter@apa.org.

Add New Tag

All Delete Sort by: ▾ ▾ Results per page 15 ▾

censorship ✎

Tag references in the last field when creating or editing a reference. You can THEN search by tags in “My References” and the Write Center to find a reference for your paper


Write the annotation

Write the annotation into the provided box, using the available formatting tools

Annotations Add References to Annotated Bibliography

Sort by: Author A-Z Results per page 10

All **Delete** **Add to Paper Reference List**

Asheim, L. (1953). Not censorship but selection. *Wilson Library Bulletin*, 28, 63-67. 

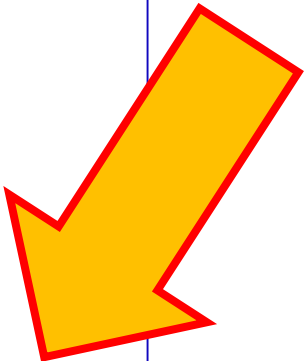
Annotation

Ω B I U x² x₂

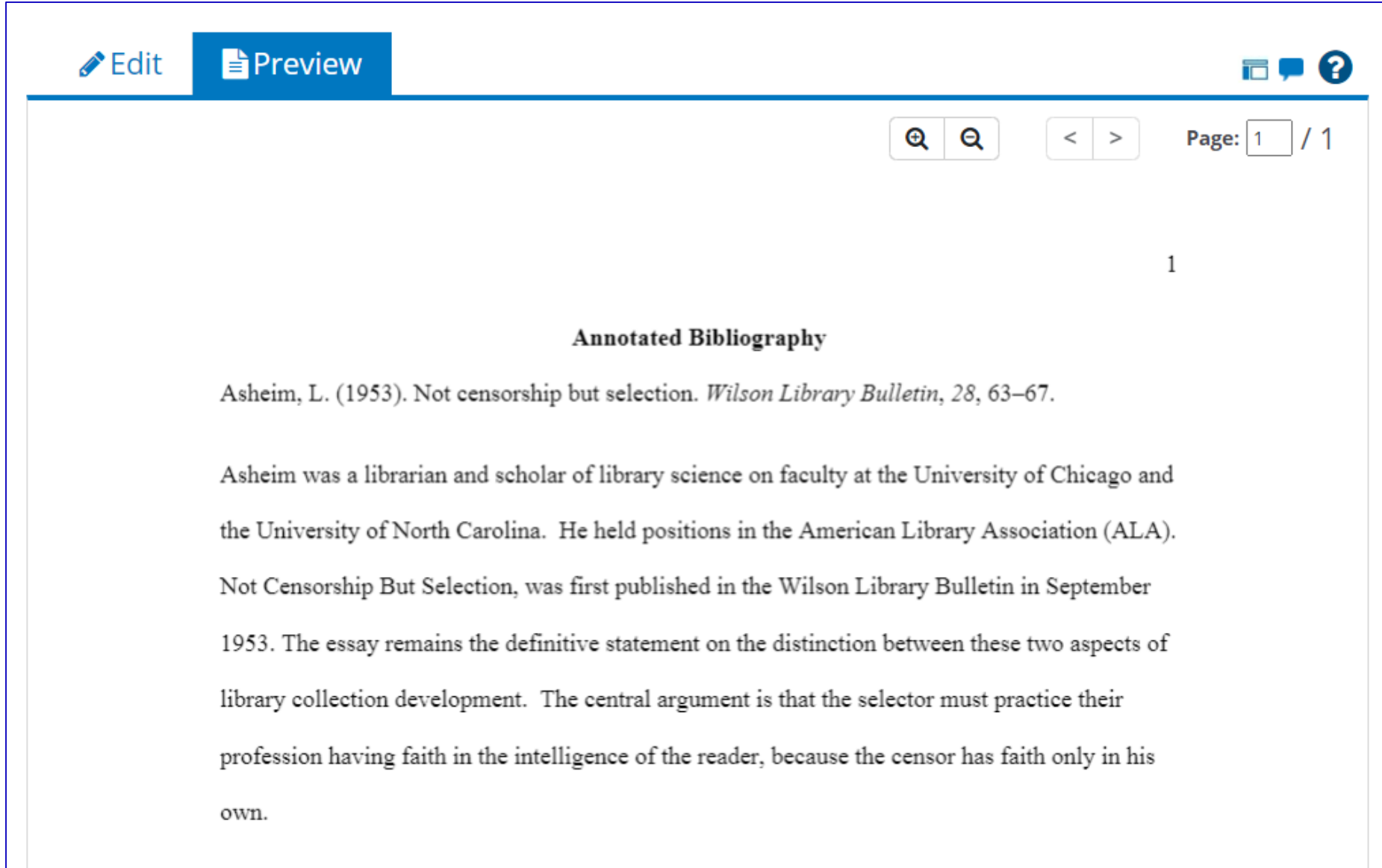
Asheim was a librarian and scholar of library science on faculty at the University of Chicago and the University of North Carolina. He held positions in the American Library Association (ALA). Not Censorship But Selection, was first published in the

Powered by Tiny

Cancel **Save**



Preview Annotated Bibliography



The screenshot shows a document preview interface. At the top, there are two tabs: 'Edit' (with a pencil icon) and 'Preview' (with a document icon). To the right of these tabs are three icons: a window, a speech bubble, and a question mark. Below the tabs is a navigation bar with a magnifying glass icon, a search input field, and navigation arrows. The page number 'Page: 1 / 1' is displayed on the right. The main content area shows the title 'Annotated Bibliography' centered. Below the title is a citation: 'Asheim, L. (1953). Not censorship but selection. *Wilson Library Bulletin*, 28, 63–67.' This is followed by a paragraph of text: 'Asheim was a librarian and scholar of library science on faculty at the University of Chicago and the University of North Carolina. He held positions in the American Library Association (ALA). Not Censorship But Selection, was first published in the *Wilson Library Bulletin* in September 1953. The essay remains the definitive statement on the distinction between these two aspects of library collection development. The central argument is that the selector must practice their profession having faith in the intelligence of the reader, because the censor has faith only in his own.'

Always
preview
before
you
export

Sample Annotation from Learn Section of AW

Physical Activity: Annotated Bibliography

Dishman, R. K., McIver, K. L., Dowda, M., Saunders, R. P., & Pate, R. R. (2019). Self-efficacy, beliefs, and goals:

Moderation of declining physical activity during adolescence. *Health Psychology, 38*(6), 483-493.

<https://doi.org/10.1037/hea0000734>

This longitudinal study examined effects of self-efficacy on goals and beliefs about physical activity environments from childhood through adolescence. An objective measure of physical activity and self-reports of social-cognitive beliefs and physical activity goals were collected from 187 students in the fifth, sixth, seventh, ninth, and 11th grades. Results showed moderating effects of self-efficacy to overcome barriers on links from perceived barriers and neighborhood environment and students' goals to changes in physical activity. Physical activity measured by an accelerometer declined most in students with larger declines in self-efficacy. The influence of changing goals on physical activity in youth may differ on the basis of youths' internal beliefs about overcoming barriers to physical activity and their perceptions of the external physical activity environment.

Export Annotated Bibliography

☐ Options:

- ☐ How to order references and format for export (alphabetically is APA style)
- ☐ If you export to Word you can still edit
- ☐ Add all the references as a plain reference list at the end
- ☐ Include the paper's title page in the exported file

▼ **Choose Formatting Options for Preview and Export**

Include my paper's title page.

Order references by:

Export as: Word PDF

Other Considerations

- ❑ If the Annotated Bibliography is part of a larger paper written in Academic Writer, all references in your paper's Reference List will be automatically added to your annotated bibliography
 - ❑ References cannot be deleted from your annotated bibliography until they are deleted from your Paper Reference List
- ❑ Want a list of references at the end of the Bibliography?
 - ❑ References added to the annotated bibliography will *not* be added to your Paper Reference List unless you select **"Add Reference to Paper Reference List"**



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