Annotated Bibliography Guidelines:

After inserting your bibliography using the Reference Tool in Microsoft Word or another tool, you can add information. You will need to add notes, or annotation, for each source in the form of a paragraph.

For each source:

**Cite** the source in proper format

**Summarize** the information from the source in your own words

**Evaluate** the source (ie. Is it a reliable source? How do you know?)

**Reflect** on the source (ie. How does this source fit into your research? What new questions does it help you develop? How will you use this moving forward?)

Annotations must be written in paragraph form like the example below. This was taken from a History Day documentary project on Paul Cuffe.

Williams, Jean Kinney. *The Quakers*. Danbury, Connecticut: Franklin Watts, 1998.

This book tells the history of the Quakers, who were a religious group who came to America because of religious persecution. They advocated for the rights of Africans and African Americans through their abolitionist work. The author is well known for historical writing and the book had an extensive bibliography which helped to strengthen its reliability. Paul Cuffe was a Quaker and an abolitionist, so this source helped to know what this means. This source helped give background information on one specific aspect of Paul Cuffe’s religion, but did not specifically mention him. It did help us develop questions more specific to the Quakers and identify other ways that their beliefs influenced his life.

Reflect

Evaluate

Summarize