

Annotated Bibliography: APA Format

Some assignments require students to create *annotated bibliographies*. These are simply entries in reference list format with descriptive or evaluative comments attached. The APA has no guidelines on the formatting of such bibliographies; they have commented that their own practice in the *Publication Manual* "does not constitute a standard or guideline" and noted that "APA style omits general rules explained in widely available style books." They suggested that writers "consult another style manual" (APA Style Expert, email, October 9, 2002).

The approach the *Publication Manual* actually uses is significantly different from that specified in other style books. The best approach might be to rely partly on the standard for APA reference citations and partly upon the block quotation format described in the *Chicago Manual of Style*. This is the approach we have taken, and we are careful to point out the differences between this method and the actual practice of the APA *Publication Manual*.

1. Annotation Content

The annotations indicate

1. the authority and qualifications of the author;
2. the subject, scope, and theme of the work;
3. biases, omissions, or limitations;
4. the intended audience;
5. special features (graphs, charts, photographs, illustrations, statistics, etc.).

2. Annotation Style

The comments vary in length and style.

1. Length of annotations: 30-150 words
2. Syntax: either sentences or fragmentary notes omitting introductory words and phrases, articles, and unnecessary modifiers. Be consistent; use one style throughout.

3. Annotation Format

1. Hanging indents: These are required for all entries in the bibliography. The first line of the citation starts at the left margin and subsequent lines are indented. The annotation begins on a new line and is indented by TWO tab stops.
2. Tabs: indentations should be "five to seven spaces or 1/2 in." (p. 289), although its own annotated bibliography entries (pp. 368-374) use indents of four, then two spaces.
3. Line spacing: entries use double spacing with no extra lines between entries.
4. Arrangement: use alphabetical ordering (by author); some annotated bibliographies

Apa Annotated Bibliography Sample Paper

Stephen A. Bernhardt, Nancy Sommers



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