Annotated Bibliography: Books & Book Chapters

This sheet provides the basic outline for gathering the information you’ll need to properly write an evaluative annotation.

For more info on formatting APA citations, see http://rdc.libguides.com/apa

**Part #1: Information about the item selected**

<table>
<thead>
<tr>
<th>Author(s) of the full book or the chapter you’re using:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Corporate or Government author (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year the item was published:</th>
</tr>
</thead>
<tbody>
<tr>
<td>------------------------------</td>
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</table>

<table>
<thead>
<tr>
<th>Title of the book:</th>
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<tbody>
<tr>
<td>--------------------</td>
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</tbody>
</table>

If you are annotating a book chapter or an edited compilation, what is the title of that chapter?

<table>
<thead>
<tr>
<th>If you are annotating a book chapter or an edited compilation, who are the editors of the book?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Where was the book published?

<table>
<thead>
<tr>
<th>City (use the first listed):</th>
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</thead>
<tbody>
<tr>
<td>------------------------------</td>
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</table>

State/Province (needed unless the city is “international” e.g., Melbourne, Australia):

<table>
<thead>
<tr>
<th>Name of the publisher:</th>
</tr>
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<tbody>
<tr>
<td>------------------------</td>
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</tbody>
</table>

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**TIPS on APA Formatting**

Remember to end each section with a period.

**Authors:** For one author, use the author’s last name and first initial. *Example:* Lopez, J.

For publications with two authors, follow the same format, using first initial only, separating authors with an “&” (ampersand). *Example:*

Bieber, J. & Gomez, S.

**Book titles:** only capitalize the beginnings of sentences and proper nouns, not every word in the title. *Examples:*


A tale of two cities.

**Chapter titles** are cited when using materials from an edited book, or a compilation of writings from different authors.

**Editors** of a book or of a compilation of writings need to be cited as well. The formatting is very different than how authors are cited, though. *Examples:*

In L. K. Brown and K. Musell (Eds.)...

In P. E. Murphy & G. R. Lazniak (Eds.)...

Butler, B. L. (Ed.).

**Book publisher examples:**

Knoxville, TN: University of Tennessee Press.

New York, NY: Oxford University Press.

Vancouver, BC: Raincoast Books.

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Adapted from William Cuthbertson with Brianne Markowski for the University of Northern Colorado. Updated 13/09/2016.
Part #2: Describe the item in detail so your audience knows what it’s about.

Annotations are usually composed of three or more sentences about a particular source.

Sentence #1: What is it about?

Pro Tip: Avoid using the first person (words like I, we, you, etc.) here. Be as **objective** as possible, and **specific**: describe the studies made, the affected or interested parties, or what was revealed through the research. Use sample data and selected quotes to back up your points.

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Sentence #2: What **conclusions** are reached in the piece, and how does the author **support** them? Give an **example** from the data presented that best illustrates the value of this source.

Pro Tip: Be as **objective** as possible, and **specific** about its findings so that your audience understands its value.

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Sentence #3: How does this item **influence your view** of the topic?

Pro Tip: Here’s where you tell your reader why this item is **important to your research**. What theme does it connect to for you? **What was the most valuable part** of this item that made you want to use it?

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You’ve just given yourself a head start to write an entry in an annotated bibliography. The rest is mostly formatting. Congrats!