

Name: _____

Pd: _____

Date: _____

Annotated Bibliography Cheat Sheet

- Document should be formatted according to the MLA:
 - 1" margins, last name and page number in the top right corner.
 - MLA Header: your name, teacher's name, class name, due date. Each on its own line, no extra spaces.
 - Title ("Annotated Bibliography") centered below the due date. No extra spaces.
 - Double spaced. All font 12-pt, Arial or Times New Roman. No use of bold, underline, or italics, except where specified in citations.

- Annotations formatted correctly with hanging indent:

Author's Last name, First name. "Title of the Article or Individual Page." *Title of the Website*, Date of Publication in Day Month Year format, URL. Date of access in Day Month Year format.

McNary, Dave. "Keanu Reeves, Alex Winter Returning for 'Bill and Ted Face the Music.'" *Variety*, 8 May 2018, variety.com/2018/film/news/bill-and-ted-3-keanu-reeves-alex-winter-1202802946/. Accessed 19 January 2019.

- Below each citation, a brief annotation (100-200 words) containing the following:
 - Describe the source.
 - Summarize the relevant information from the source.
 - Explain how you intend to use it in your essay.

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Your annotated bibliography must contain at least 4 reliable sources you will use in your final research paper. Your annotated bibliography will be completed within a Google Drive folder titled, “[LAST NAME], English 3 [PD. #]” and shared to LFANTINI@PHILASD.ORG (NOTE: NOT @flchs.org!!!)

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Sample Annotation:

“What Guidance Should I Give My Students for Preparing an Annotated Bibliography?” *The MLA Style Center*, 4 Nov. 2016, style.mla.org/annotated-bibliographies/. Accessed 19 January 2019.

This article offers brief and clear directions for MLA formatting of a bibliography with annotations. Citing James Harner’s *On Compiling an Annotated Bibliography*, it provides guidelines for writing annotations that can be applied to either paraphrase or commentary form. It also demonstrates how writing annotations can benefit students who are tasked with researching a subject and offers instruction on the organization of entries and acceptable page titles. While the advice is tailored to respond to a question posed by an instructor, students and researchers may also benefit from the guidance that the MLA provided.

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