Steps for writing an annotated bibliography

The following steps can guide you through the process of writing your first annotated bibliography. Tick off each step as you finish it.

Step	Instruction	Done?
1	Read the instructions very carefully to ensure you understand task requirements. You should check, for example: • What is the purpose of the annotated bibliography? • What type of sources are you expected to include? For instance, should they all be peer-reviewed? When should they have been published? • How many sources are you expected to include? • Which referencing style should you use? For instance, APA7, IEEE or AGLC? • How long should the annotation be? • What should the annotation include? For instance, are you expected to evaluate or simply summarise each source?	
2	Analyse the topic very carefully to ensure you understand the scope of the task.	
3	Conduct research to locate potentially useful texts. The subject guides in the library can help you get started.	
4	Select appropriate sources. Visit the Library page on evaluating sources to help you.	
5	Record the bibliographic details of the sources you locate. Use the required reference style to do this. If you are not sure which style is required, ask your lecturer.	
6	Evaluate and critically read the sources you have located.	
7	Make notes of the key points and the strengths and weaknesses of each source.	
8	Put the original sources away and use your notes to write a summary for each of your annotations.	
9	Use your notes to add your critical comment that evaluates each source and its usefulness, if required.	
10	Quickly reread each source to check that your summary is accurate, and evaluation is fair. Edit and proofread your document before submission.	

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