

Annotated Bibliography Checklist

Please consult this guide before starting your research to ensure that you complete the annotated bibliography assignment correctly. This checklist also provides some useful tips on how to find credible resources for your project.

- Assignments must be submitted through Canvas Assignments
 - Login to Canvas (MyHCC) > click the link for this class > click on the “Assignments” link found in the upper left > click on the “Annotated Bibliography” link > follow the instructions from there
- Make sure to attach the original word file (hit the “Attach” link
 - **If you do not use Microsoft Word:** save the file as a word document (file>save as>file type> word document).
 - **MAC Pages Users:** Please export your files as a word document (file > export > word tab).
- You must have **at least 5 sources**
 - You **cannot have more than 2 online sources**. By this I mean websites. If the source is available in print, but you found it online it is not considered an online source. If the source is in print, and you found it online you should cite the source as if you got it from the original print source and include the url (web address) from where you found it.
 - You must have at **least 1 primary source** of literature. By this I mean actual scientific research that has been published. These sources are typically found in scientific journals. There are literally thousands of published journals with millions of articles. Otherwise, this could be a scientific report that is published as a single document.
 - **Do not cite** Wikipedia, about.com, how stuff works, blogs, or any other general interest site.
 - You cannot cite abstracts (summaries of sources) or websites to purchase a source. You must obtain and read the entire full-text source.
 - It is discouraged in college to cite news and encyclopedia sources. Find credible scientific sources.
- Here are some helpful hints for finding credible sources.
 - Your best resource is the library. There is a link to the HCC Libraries in the list of links on the left of the Canvas site. Feel free to search the library catalog, but your best sources of information are the “**Article Databases**”. There you will find many credible sources in full text.
 - If you plan to use a normal search engine try using **Google Scholar**. This search engine searches for scholarly literature. It isn’t perfect, but is much better than most.
 - Some articles found here might ask you to purchase them. First, you cannot cite a source without obtaining the full-text. You will probably find the full-text article for free if you check the library databases.

- Try adding **scientific terms** to your search rather than just searching for your topic in general. Once you have educated yourself on the topic, add in some topic specific science terms to weed out non scientific sources.
- **Adding “pdf”** to a Google Scholar search will often bring up full text scholarly articles.
- Your citations need to be in **MLA format**. There are several tools you can use to help you with this. Son of Citation is a great website that will produce citations for you. Microsoft Word also has a tool to help as well. Under the “References” tab use the “Citations & Bibliography” tool.
 - The best source for MLA formatting is the **Online Writing Lab (OWL)**. There is a link to this on Canvas.
 - Although MLA no longer requires urls (web address) I do want you to **include the full url** to the source at the end of the citation. It should look like this <<http://www.google.com/>>.
 - Citations should be in **alphabetic order** by the author’s last name.
 - Citations should be in “hanging” indentation. See the example below.
- Each citation must be **annotated**. This is a brief description of the source. It must be **at least 3 sentences long** in the format as follows.
 - **1-2 sentences summarizing** the source
 - **1 sentence illustrating an interesting fact** you learned from the source.
 - **1 sentence describing how you will use** the source in your paper.
 - Annotations should be indented like a normal paragraph in “first line” format. See example below.
- Here is an example of one entry:

Foos, Annabelle. “Geology of the Moab Region (Arches, Dead Horse Point and Canyonlands).” Geology Department, University of Akron. 21 Mar. 2007. <<http://www2.nature.nps.gov/geology/education/foos/moab.pdf>>.

This is an online text about the geologic processes of the Moab area. It explains the effects of salt deformation on arch formation. It is interesting that most sandstone in the area deforms in a plastic manner, while the Entrada and Navajo sandstones go through brittle deformation. This paper has more than enough information on salt tectonics, arch formation, the Moab Fault, and provides many stratigraphic columns and diagrams that will be useful for my paper.