

Exercise 7. Annotated Bibliography, References



Student: _____ Date: _____

This exercise requires you to check whether sources listed in a bibliography have been selectively referenced and follow the style guidelines of a disciplinary manual or outlet. The exercise aims to alert you to the details involved in correctly constructing a list of references that contain all the elements needed for a reader to locate the source. Remember that many outlet styles now require for every citation the DOI (or doi, digital object identifier) or URL of an online version of the work cited. If you are checking your own bibliography or reference list against a manuscript, also check that each citation in the text has a source in the bibliography **and** each reference in the bibliography is actually cited in the text (Hint: use the “find” function in the word processor to locate each author by starting the search at the list of references then “find” all the way through the beginning-to-end of the manuscript back to that reference. This method will also locate incorrectly spelled names in the text and in the list of references.) Reconcile discrepancies.

First, obtain then read through the annotated reference list and answer these questions:

1. Identify and obtain which disciplinary manual or outlet style guidelines you should be using as the standard for this exercise. What heading does the style use for this list? (“References”, “Bibliography”, etc.) Cite the guidelines you will use:

2. Has the author listed the citations in alphabetic, letter-by-letter order by the first author’s surname? If not, explain to the author what the “alphabetic, letter-by-letter” order means.

3. Does each citation contain all the elements needed for the type of work cited? If not, what element(s) are missing in which citations?

4. What evidence in this bibliography suggests that the author has cited core references, i.e., that the author has been selective in constructing the reference list? Do the guidelines limit the number of references?

5. How does the author relate certain citations to others in the bibliography or to sections of the manuscript through the annotations?

6. Has the author fully annotated each citation so that a peer reviewer (or advisor) would know why the cited work was selected?

Next, use the directions for the editors’ marks (Tip Sheet 19) to manually proofread and copyedit the reference list for each of the citations in the annotated reference list.

- Use a mark in the text (^) to indicate where an error has occurred.
- Use a marginal comment to correct the error, again using the editor’s marks.

Revise the list of references electronically according to your edited citations.

Page 1 of 1

