



Annotated Bibliography

Instructions

As you complete research for your project, use this graphic organizer to start a shared document through Google Docs, Microsoft Word, or another word processor to capture information about your sources. Your teacher may start and share this document with your class or group, but the members of your research group should own and maintain all contributions to this document. First, review Section 1, which outlines all the core elements you should include as you collect research. Section 2 will walk you through the finer details of officially capturing accurate information for what is called an annotated bibliography.

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Information You Should Be Sure to Include in Your Research Documentation

Section 1: Group Members and Topic

- Names of research-group members:

- Date:

- Briefly describe the problem you are researching:

Section 2: Documenting Information for Different Types of Sources

In documenting your research, it is important to always capture the kind of source you are using and include some of the information unique to that source type. To prepare you to consistently collect all the necessary information for each source, use the list in this section to give you an idea of what you should be looking for while researching. Take special note of the question at the end of each source list. This should guide the note you attach to each source that you enter so you can remember what this source had to do with your project.

Internet source # [insert number]:

- Name of website/organization:
- URL address:
- Author (if noted):
- Date of information:
- Date when information was accessed:
- How do you plan to use this information to address your public policy?

Interview/guest speaker # [insert number]:

- Name of interviewee/speaker:
- Title/organization:
- Address:
- Phone number:
- Date of interview/speaker event:
- How do you plan to use this information to address your public policy?

Email source # [insert number]:

- Name of interviewee/correspondent:
- Title/organization:
- Email address of your correspondent:
- Phone number:
- Date of the email:
- How do you plan to use this information to address your public policy?

Printed publication source # [insert number]:

- Library/office/agency/organization:
- Type of publication: (book, journal, magazine, newspaper, etc.):
- Author:
- Date of publication:
- How do you plan to use this information to address your public policy?