

Creating Annotated Bibliographies Based on APA Style

Guidelines

The following is a summary of things to know when creating an annotated bibliography based on APA Style:

- The annotated bibliography consists of two elements
 - Reference in current APA Style format
 - Annotation
- The annotation will follow the reference on the next line. There is not an extra space—double spacing is used throughout.
- An annotation is different from an abstract. It should have several sentences summarizing the main points or ideas found in the item. It should then include your own statement evaluating the quality of the item and/or relating the item to your own research topic.
- For a longer annotated bibliography, it is appropriate to divide into sections or topics, and to title those sections as seems fitting.

Sample Annotated Bibliography

AICPA sets ethical standards for outsourcing. (2005). *Journal of Accountancy*, 199(1), 8.

Retrieved from <http://www.journalofaccountancy.com/>

This article presents the new standards for outsourcing developed by the AICPA ethics committee. The standards are summarized, and a brief discussion is included of the implications going forward for business and international trade. The authors indicate that changes to the business community will be relatively minor. This is a helpful source for getting an overview of the current ethics standards in outsourcing.

American Management Association. (2010). *The AMA handbook of business writing*.

New York, NY: Author.

The American Management Association has created its own guide for business writing. Designed as a supplemental text to more thorough style guides such as APA, this guide covers topics relating specifically to business, such as citing financials, formatting of company reports, and professional approaches to information integrity in the workplace. This is an indispensable work for anyone doing professional business writing.

Barthelemy, J., & Geyer, D. (2005). An empirical investigation of IT outsourcing versus outsourcing in France and Germany. *Information & Management*, 42, 533-542.

doi:10.1016/j.im.2004.02.005

The authors present an investigation of IT outsourcing based on the combined results of a survey administered to IT firms as well as statistical measures from domestic and French or German firms. Their data covers a wide range of IT business unit types. However, the lack of longitudinal data weakens their conclusion that the slower pace of French and German IT outsourcing has had a long-term positive effect on business in those countries.