Exercise #3
Annotated Bibliography

Assignment:
You are to begin developing an annotated bibliography related to your case study topic. The goal of this project is for you to explore issues of production and consumption in more depth by engaging in a detailed examination of your case study.

Specifically, you are to find at least 3 good sources related to your topic or stakeholder group, read them and then extract the relevant information according to the information presented below. Your first 3-5 entries will be due in sections during week five.

Due Date: February 5 or 7, 2002.

What is it? An annotated bibliography is a tool for you to organize your research on your project topic in a systematic way. It consists of two parts:

1. Listing the complete bibliographic reference for the source (see the style guides on the web site for more information on listing references.) You will then have a complete list of properly formatted references to create your bibliography.

2. A short summary of the information that the source covers and how that information is relevant to your topic and your analysis. The annotation is more than a “book report” of main ideas, it is your chance to think about how the material in the source relates to the bigger picture and how this source helps you accomplish your goal of a well-researched, well-written paper.

What is the format? You are expected to have a reference and annotation for each of your 3 sources (if you have more that 3 sources, feel free to hand in additional annotations). Review the assignment for the requirements regarding the sources. For each source you should 1) list the reference, and then 2) under the reference write an annotation of 50-75 words. Although you can write longer annotations, no one reference should take up more than a page.

Why are we doing this? The annotated bibliography will help you start your research early, identify the best sources, and make connections between ideas, and think about your larger project as you do your research. It is an important tool for helping you with your research. Most academics and researchers do some kind of on-going annotated bibliography to aid them in their work and to spark new ideas as they read (in fact there are computer software packages designed for just this kind of bibliographic work).
**Tips:** START YOUR RESEARCH EARLY. The annotated bibliography is a tool to help you do better on the final project. Chances are that you will start off with many more than 3 sources. It takes time to identify good sources, read them carefully, and link your sources to the larger project. The earlier and more thoroughly you work now, the easier it will be to organize and write your paper.

**Sources:** In general, research sources can be primary or secondary. In the context of this project, a primary source is data where the organization or person is representing itself. This could be a speech by the director, an annual report, a mission statement, an interview you have done with someone in an organization, or some other source where information comes directly from the source. A secondary source would be an outside observer providing information about the organization or topic. These can include newspapers, books, and academic journals.

Eventually your case study project and also your paper must include:
- At least 4 primary sources
- At least 6 secondary sources. At least two of these six must be **academic journal articles.** See above and your TA for what constitutes an academic journal.

If you have questions about locating sources do not be afraid to ask a librarian at the reference desk on the second floor of Odegaard Library. Once again: do not be afraid to ask for help. Not only are the librarians a group of very nice people, they are there to help you – the undergraduates at the University of Washington! They are trained to find information on all kinds of topics and, like all professionals, they like to use their training.

If you have a question on the formatting or content of the annotated bibliography be sure to ask your TA for help. You might want to write out an annotated source and then show it to your TA to make sure you are on the right track.

**Grading:** The Annotated Bibliography is worth 5% of your final grade. It will be graded: check/check minus/check plus. It must be typed and late assignments will not be accepted.

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**Extra Information on Academic Journal Articles**

For your case study, two of your secondary sources must come from **academic journal articles.**

A journal is a periodical that is targeted to a specialized audience and contains in-depth studies in a particular subject area. Academic journals have strict standards and they are peer reviewed (or refereed). For a paper to be published...
in an academic journal, it must be judged to meet rigorous standards by a panel of experts in the field (usually anonymous). As a result, academic journal articles present both the most current and most in-depth studies within a particular research area. Some widely known academic journals are *Science, The New England Journal of Medicine, and Foreign Affairs*, but there are many, many more, covering every academic area imaginable.

It is important to note that academic journal articles are different from magazine and newspaper articles in two other important ways. The first is that in addition to presenting factual information (the who, what and where) most journal articles use theories to explain how and why things happen the way they do and arrive at conclusions which reflects the researcher’s analysis. It is important to keep in mind that the authors of academic journal articles are trying to convince readers (usually very knowledgeable readers) of their point of view by putting together a good argument. Therefore you might run into two articles about a similar topic that arrive at very different conclusions. That does not necessarily mean that one researcher is wrong and the other right, but that each theory prompts the researcher in different directions.

The second difference is that academic journal articles are heavily cited in the text of the article and have a list of references (a bibliography) at the end. In fact, if you see an article that has a lot of footnotes/endnotes or citations in the text that look something like this: (Harvey, 1996: 14), chances are that you have found an academic journal article. Researchers put in citations both to prove that they are not making stuff up and to avoid plagiarism (which is stealing the words and, more importantly in academic journal articles, the ideas of others).

*Tips for Finding Academic Journal Articles:*

To get started, go to the web site for this course project, or ask a librarian about using periodical databases. Remember that on Expanded Academic Index there is a box that you can click to request just refereed articles – this might be a good place to start.

Although some of you may be able to find journal articles about your actual stakeholder group, you will probably have to cast your net wider. For example, if you are researching Monsanto, you may want to search for articles on genetic engineering and food production more generally, instead of just searching for articles about that particular company. Or, if you were researching the United States Department of Agriculture, you might search for articles discussing how the USDA’s organization and policy has changed in the past 20 years to include issues such as the environment and sustainable farming.

If you want additional help locating academic articles, schedule some time with your TA.