

## Creating APA Annotated Bibliographies, 6<sup>th</sup> Ed.

*Annotated bibliographies are not specifically addressed in the APA 6<sup>th</sup> ed. manual. Most institutions have taken the example of an annotated bibliography found in the APA 5<sup>th</sup> ed. manual as the basis for the following set of guidelines. It is a good idea to take careful note of any directions given in your assignment, and to check with your professor if you have specific questions.*

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### Guidelines

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

- The annotated bibliography consists of two elements
  - Citation in [current APA format](#)
  - Annotation
- The annotation will follow the citation 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.
- The annotation should be indented an additional two spaces. To do this, highlight the annotation text, and pull the indent markers in the top ruler over until the text is positioned properly.
- For a longer annotated bibliography, it is appropriate to divide into sections or topics, and to title those sections as seems fitting.

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**Note:** *These annotations are for illustrative purposes only and have no relationship to the content of the sources. The citations are from the sample list found at the end.*

# Sample Annotated Bibliography

## Annotated Bibliography

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

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

This article discusses 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 positive effect on business in those countries long-term.

## **Sample Reference List / Bibliography**

[Click here for full list of examples.](#)

### References

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

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

(Article with no author / Article located online / Article without DOI—URL of journal home page used)

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

New York, NY: Author.

(Book with an organization as author / Book where the organization is also the publisher)

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

(Article with two authors / Article in a journal with continuous paging / Article with DOI)