

Summarize

Summarizing is putting the main ideas from informational text into your own words. When you summarize, you hit only the main points, leaving out most supporting detail. Summarized ideas are not necessarily presented in the same order as in the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

Annotate

Adding an annotation to your bibliography simply means adding a note to each citation explaining what your source is about. This requires that you write a summary! See above – and below.

How to Write a Bibliographic Annotation

1. Read the entire text, noting the key points and main ideas. Write them down in your notes.
2. Put into your own words the single main idea of the essay. Provide other important ideas; add supporting detail as necessary.
3. ***Explain how this source is relevant to your research.***
4. Consider whether any words, phrases or brief passages should be quote directly.

Plan Your Bibliographic Annotation

Use the FIRST - THEN - NEXT - NEXT - LAST planner below to record the most important information from your research source and plan the writing of your annotation.

FIRST *the most important information from this source is:*

THEN *the next most important idea is:*

NEXT *supporting detail:*

NEXT *supporting detail:*

LAST *finally/in conclusion:*