



What Is an Annotated Bibliography?

One way to effectively and accurately cite sources is an annotated bibliography. An annotated bibliography helps you officially document all the elements you reviewed in Section 1. It is also a valuable tool for organizing your research and understanding how each source contributes to your project. It tells your reader how many sources you used in your research, the quality of sources you used, and how those sources supported your research. It consists of the following elements:

- A list of sources that includes a brief summary (annotations) explaining the source’s relevance to your topic. The summaries should be concise, usually two to three sentences long.
- Your list should be titled “Annotated Bibliography.” The title should be on the center of the first page.
- Entries are alphabetized and single spaced, with a space between each entry.
- All source citations are tabbed 1/2 inch (one tab) after the first line.
- Citation styles may change depending on the type of source.

See below for common examples of source types, and importantly, the different format for documenting each kind of source in your annotated bibliography. Though there are many types of citation styles, all the citation examples below follow the *Chicago Manual of Style*.



Website Format

Author’s Last Name, Author’s First Name. Year Published. “Title of the Page.” Organization That Publishes Page. Date Last Modified or Date You Accessed the Page. example.org.

Example

Boss, Emile. 2024. “How to Use Citations for Students.” CiteItRight. Last modified January 15, 2024. example.org.

Interview (Virtual) Format

Last Name, First Name of Person Being Interviewed. Year. How the Interview Was Conducted and Who Conducted It. Date of the Interview.

Examples

Petrosky, Brian. 2024. Email message to author. January 15, 2024.
Guo, Mark. 2024. Telephone interview by Jada McDonald. February 3, 2024.
Ballster, Aneka. 2024. Zoom interview by Elwyn Pickett. March 7, 2024.

Continued on the Next Page →



← Continued From the Previous Page

Interview (Conducted In Person)

Format

Last Name, First Name. Year. Interview by Person Conducting the Interview. Location of Interview. Date of Interview.

Example

Vora, Maya. 2024. Interview by author. Calabasas, California. April 12, 2024.

Newspaper Article (Internet)

Format

Author Last Name, Author First Name. Year. "Article Title." *Title of Newspaper*, Publication Date. <https://example.org/>.

Example

Rennor, Kei. 2024. "Understanding the Importance of Citations." *The CCE News*, January 20, 2024. <https://example.org/>.

Newspaper Article (Database)

Format

Author Last Name, First Name. Year. "Article Title." *Title of Newspaper*, Publication Date. Database Name. Accession Number.

Example

Ignatius, Ali. 2023. "Citations and Civics." *CCE Times*, April 15, 2023. CivicQuest. 123456789.

Newspaper Article (Print)

Format

Author Last Name, Author First Name. Year. "Article Title." *Title of Newspaper*, Publication Date, Year.

Example

Biotona, Thuy. 2022. "New Study Reveals Civics Matters." *CCE Times*, April 28, 2022.

Video From a User-Contributed Web Source

Format

Name of Person Posting Video or Person Who Is Speaking in the Video. Year. "Title of the Posted Video." Organization or Channel Name. Filmed or Uploaded Date, Length of the Video. <https://example.org/>.

Example

Gerston, Larry. 2021. "What Is Public Policy?" Center for Civic Education. Uploaded August 2, 2021. YouTube video, 3:21. <https://youtu.be/2AZWk9DCaho>.

Court Cases and Decisions

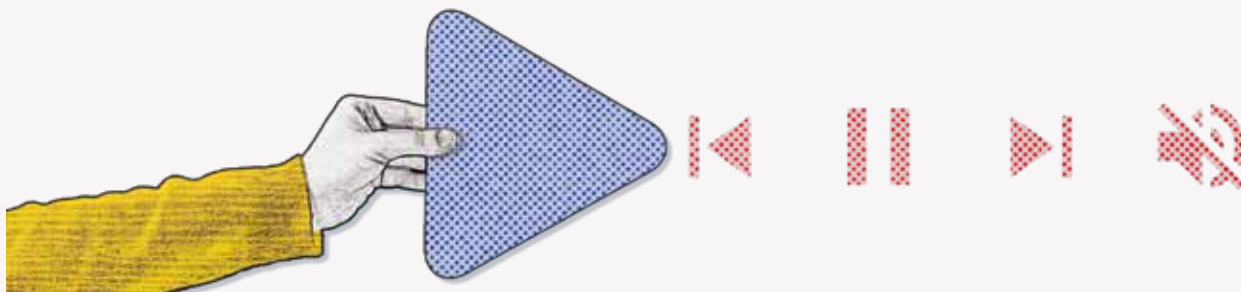
Format

Case Name, Case Number (Year).

Example

Brown v. Board of Education, 347 U.S. 483 (1954).

Continued on the Next Page →





← Continued From the Previous Page

Photograph or Map (Internet)

Format

Artist/Photographer Last Name, First Name.
“Title of Image.” Date. Type of Image.
Name of Site or Organization Publishing
the Image. URL.

Example

Black, Morgan. “Sunset of Citations.” May 2022.
Photograph. Center for Civic Education.
<https://www.example.com/sunsetcitations.jpg>.

Book

Format

Author Last Name, Author First Name.
Year. *Title of the Book*. Publishing City:
Publishing Company.

Example

Patel, Sonal. 2022. *The History of the Center for Civic
Education*. New York: Cincinnatus Publishing.

Annotation

In an annotated bibliography, each citation should be followed by a short annotation that explains how the source is relevant to your project. See below for back-to-back examples of entries.

Boss, Emile. “How to Use Citations for Students.” *CiteItRight*. Accessed February 25, 2024.
<https://example.org/>.

This website was a great resource for my group to get information on how to correctly cite sources. It provided clear explanations and resources that helped me learn how to cite sources accurately and ethically.

Renner, Kei. “Understanding the Importance of Citations.” *The CCE News*, January 20, 2024.
<https://example.org/>.

This article was helpful for my group to learn how to cite sources. The explanations and examples were easy to use so we could cite sources correctly.

Video Recording of a Speech or Public Statement

Format

Speaker Last Name, Speaker First Name.
“Title of the Speech.” Speech, Date of
Speech, Video File, Length of Speech,
Name of Organization or Site, URL.

Example

Trust, John. “The Power of Citation.” Speech,
October 12, 2023, TED Talks, 18:45,
[https://www.example.com/talks/
power_of_citation](https://www.example.com/talks/power_of_citation).

Email

Format

Sender Last Name, Sender First Name.
“Subject Line.” Email, Date of Email.

Example

Abara, Carter. “Questions Regarding Pollution.”
Email to Michael Chen. February 28, 2026.