

Which writing style should I use in the annotations?

http://www.wisc.edu/writing/Handbook/AnnBib_style.html

The most important thing to understand is that entries should be brief. Only directly significant details will be mentioned and any information apparent in the title can be omitted from the annotation. In addition, background materials and references to previous work by the same author usually are not included. Listed below are three writing styles used in annotated bibliographies.

Telegraphic	Get the information out, quickly and concisely. Be clear, but complete and grammatically correct sentences are unnecessary.
Complete sentences	In this style you must always use complete sentences. The length of the sentences varies. Subjects and conjunctions are not eliminated even though the tone may be terse. Avoid long and complex sentences.
Paragraph	When using this form of annotation, you must write a full, coherent paragraph. Sometimes this can be similar to the form of a bibliographic essay. You need to use complete sentences.

For our annotated bibliography project we will be writing complete sentences.

Tips for writing annotated bibliography sentences

1. Use only third person pronouns.
2. Focus on facts and maintain an objective viewpoint. Do not include your personal opinion of the topic, subject, or author.
3. Use active voice in each sentence.
4. Maintain a formal and scholarly tone when writing sentences.
5. Make sure your sources are current, authoritative, and accurate.
6. Make sure you have not included any jargon, clichés, or slang.
7. Paraphrase all of your information. Do not quote any material.
8. Use primary sources more often than secondary sources.
9. Pay special attention to avoiding plagiarism. Plagiarism will result in your receiving a zero for this project.
10. When writing your sentences, keep up with your work. Put it in the same place each time you store it.

An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited.

An annotated bibliography provides a list of materials about a specific topic. In addition to source information, such as titles and authors, these bibliographies summarize and evaluate each entry.