

- 1) Does each entry consist of *BOTH* a full & complete bibliographic citation *AND* a full & complete annotation? If there are 2+ entries, are they in alphabetical order? Is each bibliographic citation written in the correct format?
- 2) Note whether or not each *annotation* specifically identifies author, title, field/discipline, genre, tone, style, or possible audiences. If not, can you guess any of the above from the summary?
- 3) Does each annotation briefly summarize the content & argument of the source? Comment/Explain:
- 4) Does each annotation identify keyterms? What are they?
- 5) Does the writer identify possible motive in the sources (i.e. why the issue is important)? If you have a sense of the writer's motive for researching this topic, please identify it:
- 6) Can you identify the focus of the project &/or research from how the writer summarizes sources? Explain:
- 7) Does the writer Include quotations? Are they integrated into the annotation using QW and A-C-E?
- 8) Does the annotation include the writer's *analysis* of the information? What does the writer have to say about the **meaning AND significance** of the information from this source?
- 9) When analyzing each source, does the writer differentiate what they think about the source ("I Say") from what the source author says ("They Say")? Yes? No? Not yet?
- 10) Do the annotations include an evaluation of the usefulness of each source?
- 11) Does the writer use precise, succinct diction? Identify any broad generalizations, clichés, or language that is too abstract, wordy, or written in Passive Voice.