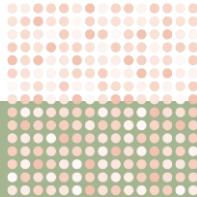




GLION SELF-HELP SERIES

Learning Support



Writing an annotated bibliography



An annotated bibliography is more than just a list of references — it's a powerful research tool that helps you keep track of sources, evaluate their quality, and explain their relevance to your topic.



What is an annotated bibliography?

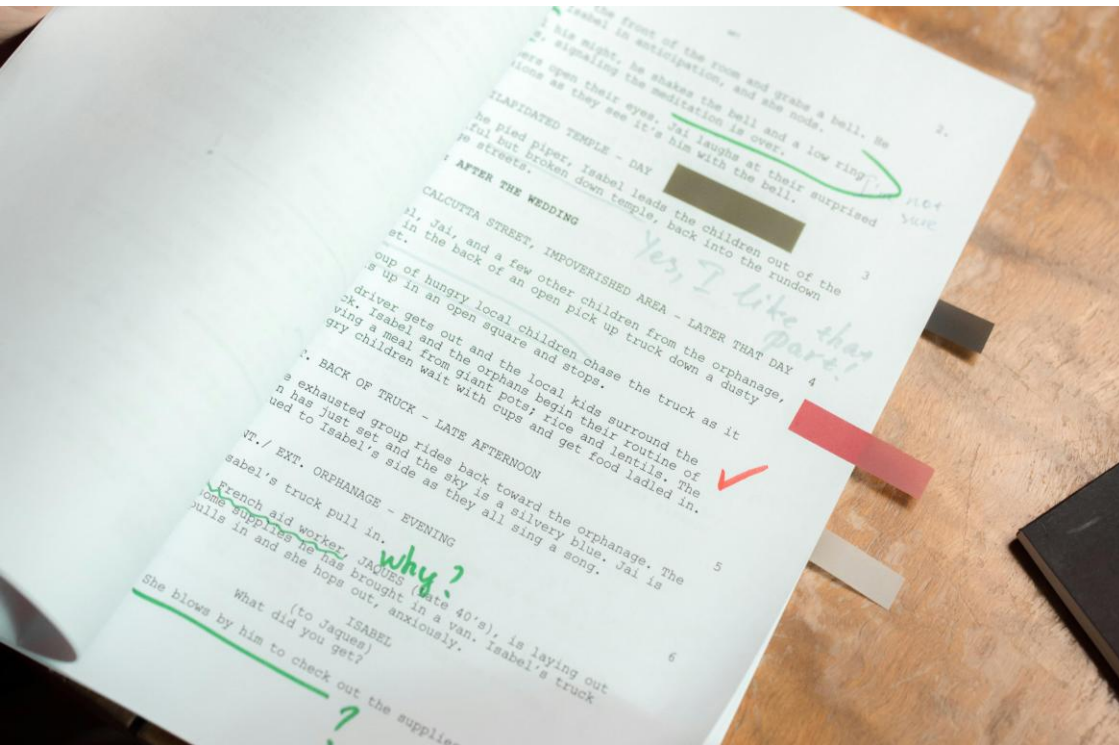
An annotated bibliography is a list of citations for books, articles, and other sources. Each citation is followed by a short paragraph (annotation) that:

- Summarizes the source's main ideas
- Evaluates its credibility or usefulness
- Explains how it fits into your research



Why Create One?

- Stay organized: Keep track of what you've read and why it's relevant
- Save time: Makes writing your literature review or essay easier
- Show your thinking: Demonstrates to your lecturer how you chose and evaluated sources





Step-by-step: how to write an annotated bibliography

1 Choose your sources

- Search in library databases (EBSCO, ProQuest One Business, JSTOR, etc.)
- Include a mix of books, peer-reviewed articles, and reliable online sources
- Select only those that directly support your research question

2 Write the citation

Use APA 7th edition (or the style required by your instructor)

Example:

Smith, J. (2023). Hospitality trends in the digital era. *International Journal of Hospitality Management*, 45(2), 123–135.
<https://doi.org/10.1016/xxxx>

3 Add the annotation

Each annotation is usually 100–150 words. It should include:

- Summary: Main argument, key findings
- Evaluation: Reliability, authority, any bias
- Reflection: How it supports (or contrasts with) your research

Example annotation:

This article explores the impact of digital tools on guest experience in luxury hotels. Smith presents case studies from five international chains and concludes that digitalization improves efficiency but risks reducing personal service. The article is peer-reviewed and well-cited, making it a credible source. It will help support my argument that hospitality businesses must balance technology and human interaction.

4 Repeat for Each Source

Organize alphabetically by the first author's last name (APA style).



Example entry

APA citation

Nguyen, T., & Lee, H. (2022). Sustainable practices in boutique hotels: A customer perspective. *Journal of Sustainable Tourism*, 30(4), 567–582. <https://doi.org/10.1080/09669582.2021.1892043>

Annotation

This article investigates how boutique hotels implement sustainable practices and how guests perceive them. Using survey data from 450 respondents, the authors found that visible sustainability efforts improve guest loyalty. The methodology is robust, and the article is peer-reviewed, ensuring reliability. I will use this source to illustrate the business benefits of sustainability initiatives in my paper.





Tips & Tricks

- Keep it concise: Focus on what's most important
- Use your own words: Avoid copying abstracts
- Write as you go: Don't wait until the end of your project
- Check the requirements: Some lecturers want only summaries, others require critical analysis

Download the instructions and template here:



Download an example here:



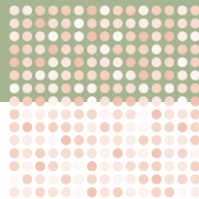
More information available on the Moodle course page: **BBA6032 Business and Academic Research Methods**



KEY DIFFERENCE BETWEEN AN ANNOTATED BIBLIOGRAPHY AND A LITERATURE REVIEW

An annotated bibliography is your research “notebook,” while a literature review is the story you tell about the research.

Annotated Bibliography	Literature Review
	
A list of sources with a short paragraph (annotation) under each one	A connected narrative that summarizes, compares, and analyzes multiple sources
Focuses on each source individually (summary + evaluation + reflection)	Focuses on themes, patterns, and gaps across sources
Usually written in bullet points or separate paragraphs	Written as a continuous piece of academic writing
Helps you collect and evaluate sources as you research	Helps you synthesize and discuss what is already known
Often the first step in research	Usually comes later , forming part of an essay, dissertation, or article



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