

Creating Annotated Bibliographies Based on APA Style (7th ed.)

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Guidelines

Format an annotated bibliography as follows:

- Format and order references in an annotated bibliography in alphabetical order, the same as you would order entries in a reference list
- Use double spacing throughout the references and the annotations
- Each annotation should be a new paragraph below its reference entry
- Indent the entire annotation 0.5 in. from the left margin, the same as you would a block quotation
- Do not indent the first line of the annotation
- If the annotation spans multiple paragraphs, indent the first line of the second and any subsequent paragraphs an additional 0.5 in., the same as you would a block quotation with multiple paragraphs

Content of an annotation:

- An annotation is different from an abstract
- It should have several sentences summarizing the main points or ideas found in the item
- It should then include your own statement evaluating the quality of the item and/or relating the item to your own research topic
- It could compare the item to other items in the bibliography
- For a longer annotated bibliography, it is appropriate to divide into sections or topics, and to title those sections as seems fitting

Sample Annotated Bibliography

Workplace Stress: Annotated Bibliography

Barber, L. K., Grawitch, M. J., & Maloney, P. W. (2016). Work-life balance: Contemporary perspectives. In M. J. Grawitch & D. W. Ballard (Eds.), *The psychologically healthy workplace: Building a win-win environment for organizations and employees* (pp. 111-133). American Psychological Association.
<https://doi.org/10.1037/14731-006>

This book chapter provides an overview of the psychosociological concept of work-life balance. The authors discuss findings from studies showing harmful effects of work-life conflict on psychological and behavioral health as well as beneficial effects of work-life facilitation, wherein one role makes a positive contribution to the other. The chapter concludes with a description of work-balance initiatives that organizations have adopted to help employees manage their dual work and nonwork obligations and some of the key factors influencing their effectiveness.

Carlson, D. S., Thompson, M. J., & Kacmar, K. M. (2019). Double crossed: The spillover and crossover effects of work demands on work outcomes through the family. *Journal of Applied Psychology, 104*(2), 214-228.
<https://doi.org/10.1037/apl0000348>

Carlson et al. (2019) conducted an empirical study to examine the multiple paths through which work and family variables can affect work outcomes. Whereas Barber et al. (2016) explored how work obligations can increase stress or enhance fulfillment at home, Carlson et al. viewed work demands as raising family stress, with potential negative consequences on work performance. Results supported a model in which direct effects of work demands and spillover effects of work demands to work-to-family conflict led to lower job satisfaction and affective commitment, as well as crossover effects of work-to-family conflict, spousal stress transmission, and later family-to-work conflict on organizational citizenship and absenteeism. Overall, the study demonstrated a link from work demands to work outcomes when considering the family, but those paths differed depending on whether attitudinal or behavioral work outcomes were examined.

Sample Reference List / Bibliography

References

Barber, L. K., Grawitch, M. J., & Maloney, P. W. (2016). Work-life balance: Contemporary perspectives. In M. J. Grawitch & D. W. Ballard (Eds.), *The psychologically healthy workplace: Building a win-win environment for organizations and employees* (pp. 111-133). American Psychological Association.

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References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Purdue Online Writing Lab. (n.d.). *Annotated bibliographies*. Purdue University.

https://owl.purdue.edu/owl/general_writing/common_writing_assignments/annotated_bibliographies/index.html

Compiled by:
Earleen Warner
Bethel University Library

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