

## Writing summaries

### Annotated bibliography: simple exercise

An annotated bibliography is a collection of references and notes of a set of papers usually chosen because they have a common theme.

Annotated bibliographies collected across a common theme can then be further analysed and reflected upon to provide the reader with an overview of a particular topic area.

This exercise is designed to introduce students to the practice of creating entries in an annotated bibliography. The skills are useful generally in terms of learning how to read and analyse academic writing.

The skills will be particularly useful when you come to work on your third year project. Before that they will be useful for any activity which requires research into some set of literature.

Thinking critically and evaluating written material can also be developed into an independent skill useful for tasks as diverse as applying for a job, seeking places of future study, or finding the best deal for a particular purchase.

#### Task Instructions:

Choose two of the papers on the recommended reading list <http://www.edshare.soton.ac.uk/10971/>

Read each of the papers.

Write a summary of between 200-300 words for each of the two papers.

Provide additional information which categorises and describes each paper.

Hand in a PDF version of your completed work which will include the specified sections in the following order.

#### Your Name

#### Your email address

#### How long you took to complete this task

#### How difficult you found this task on the following scale

1	2	3	4	5
Very difficult	Fairly difficult	Equivalent to other courseworks	Fairly easy	Very easy

#### For each paper

1. Title
2. Authors
3. Type of article
4. Full reference in Harvard format
5. Where to find the paper
6. Keywords
7. Summary of the paper
  - a. explaining the main points
  - b. describing the topics covered
  - c. describing the approach of the document
  - d. if appropriate indicating any findings

Your summary will be written in your own words.

It will be up to six sentences long around 200-300 words.

#### Final Section

Reflection:

A general reflection on your approach to the task and the ways in which you think it was relevant to your future study or potential career.

## FAQs

### What can I learn when I prepare annotated bibliography?

Reviewing a paper is a complex skill that takes practice to acquire.

Preparing an annotated bibliography is a task which will

1. familiarise you with reading academic literature
2. practice critical thinking by evaluating academic papers.

### What does a typical a complete annotated bibliography entry contain?

When you prepare an annotated bibliography it typically contains a set of:

- a. **a complete reference** for the paper, including any web reference
- b. **a short commentary/annotation** on the paper which describes and evaluates the content and to reflect on its particular value to you:
  - **informing the reader** how the paper is of interest and relevant to the chosen topic
  - **identifying particular points of interest** in terms of research methodology, approach, contribution to the field of research
  - **explaining the value of the work** to future readers

### Are all types of summaries in an annotated bibliography the same?

There are many sorts of academic papers including technical papers, review papers, thought experiments, experiences papers and evaluations. In addition you may find information as 'grey literature' in official reports, commercial white papers, and web sites.

The contents of the evaluation part may vary according to the type of document you are reviewing. You can expect a different set of evaluations for an academic paper compared to the evaluation for a white paper, official report or authoritative website.

You can use the opportunity of creating an annotated bibliography to familiarise yourself with some form of bibliographic software which you can use to help store and organise the references of the documents which you have reviewed.

### I am finding the paper difficult to understand, what can I do?

You may have to do some general further related research in order to understand the paper. It may be as simple as doing some web searching, or you may have to read other papers. Allow plenty of time, and don't expect to understand the paper the first time you read it.

## Can you show me an example citation?

### Digital Futures

O'REILLY, T. (2007) What is Web 2.0: Design Patterns and Business Models for the Next Generation of Software *Communications & Strategies*, 1: First Quarter 2007, pp17 -37  
 Available at the Social Science Research Network (SSRN)  
[http://papers.ssrn.com/sol3/Delivery.cfm/SSRN\\_ID1008839\\_code785949.pdf?abstractid=1008839&mirid=1](http://papers.ssrn.com/sol3/Delivery.cfm/SSRN_ID1008839_code785949.pdf?abstractid=1008839&mirid=1)  
 last accessed 19<sup>th</sup> October 2010

Keyword: web2.0, read-write web, social software, web, meme-map

This work originated in a conference between O'Reilly Publishers and MediaLive International in 2004, the term was coined to describe a new class of interactive applications that emerged after the dot-com bubble burst in 2001.

This paper defines web 2.0 and outlines its key concepts: 1) the web as a platform, 2) harnessing collective intelligence, 3) data is the next Intel inside, 4) end of the software release cycle, 5) lightweight programming models, 6) software above the level of a single device, and 7) rich user experiences.

The paper is available in slightly different forms from more than one source. The version on the O'Reilly web site (which is more frequently cited <http://oreilly.com/web2/archive/what-is-web-20.html> acknowledged as 2005) includes a frequently reproduced meme-map of Web2.0 which does not appear in this paper. The terms web 2.0 and 2.0 have since become part of the currency (although the term read write web is also used) and people are now talking about web 3.0 when they consider developments related to the semantic web and linked data.

## Isn't that one of the papers we have a choice or writing about?

Yes, it's an example, so you would have to find a different way of writing about it if you were going to submit it as one of your answers.

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### Reference Managers

There are many different reference managers you might choose to use. See the ref below to follow this up, meanwhile you may find this interesting

Mendeley has the self stated objective of achieving the world's largest semantic research database

Video of presentation by Victor Henning of Mendeley at the Fourth European Semantic Technology Conference (ESTC) held in Vienna in 2010

"Building the world's largest semantic research database - from scratch!:"

[http://videlectures.net/estc2010\\_henning\\_bwlsrd/](http://videlectures.net/estc2010_henning_bwlsrd/)

The video helps explain some of the affordances of social and semantic software.

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### Further Reading and Webliography

Purdue online writing lab – handout on annotated bibliographies <http://owl.english.purdue.edu/owl/resource/614/01/>  
 last accessed 3 May 2013

Social Science Research Network <http://www.ssrn.com/>  
 last accessed 3 May 2013

University of Southampton Library, managing references  
<http://www.southampton.ac.uk/library/infoskills/bibliographic/>  
 last accessed 3 May 2013

University of Southampton Library, guide to Referencing  
<http://www.soton.ac.uk/library/infoskills/references/>  
 last accessed 3 May 2013