



MA/CS 390 Handout
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Project:

Prepare an annotated bibliography documenting your research. The bibliography should include relevant materials from many types of sources. This project is worth 30% of your final grade. The librarian provides 20% of the final grade for a total of 100 points. Your faculty supervisor will provide 10% of grade based on content.

Meeting with Connie Ghinazzi between 3/27 and 4/5/2007:

- **Preliminary Bibliography due at this meeting – 50 points.** Appointments must be scheduled in advance.
- **At this meeting, you must hand in a preliminary bibliography that includes at least 4 completed annotated citations in the format listed below, each from a different type of resource.** These can be subject encyclopedias, books, articles, newspapers, web resources, personal interviews, government documents, etc.
- Be prepared to discuss the following:
 - List of search terms and databases being used
 - Plan for further work
 - Up to date Search Summary worksheets

Final Product:

A complete annotated bibliography in MLA format – 50 points. An organized list of sources with notes that is both informative and evaluative. There are two parts to each record.

- MLA style citation for the resource: Follow the examples under Academic Integrity, Writing with Sources, on the library homepage or consult Hacker's *A Writing Reference*.
- Annotation includes:
 - How the source was found (online catalog, name of database, webpage)
 - Keywords or descriptors used
 - Summary Section: 2-3 sentences on what the resource said about the topic.
 - Evaluation Section: 2-3 sentences on what you think about the information.

Research strategies:

- Use reference sources to identify and define search terms. What are synonyms for the key concepts?
- Look at your subject from scientific and social scientific approaches. Browse subject area for possible resources, like CQ Researcher or specialty encyclopedias.
- Use the citations, descriptors and subject headings from useful resources (articles, web sites, and book entries) as broader or narrower concepts to lead you to more information.

Books:

ALiCat holds the records for all books available in the Tredway Library. The I-Share catalog includes 73 academic libraries across Illinois and gives you access to over 39 million records. Use I-Share catalog to request books we don't have on our shelves. They will arrive within 3-5 days.

Indexes:

Augustana subscribes to 85 electronic indexes to use to identify articles. Use several different indexes because the scope of your project will benefit from using various approaches to material. Choose popular and scholarly works to offer broader perspective to your research. The detailed record also gives leads for further searching. The **descriptors** or **subject headings** identify key ideas that will link you to other articles using this same term.

Periodicals:

Once you identify a journal title, go to **Augustana's Periodicals** page to find location and dates. If we don't own a journal, articles can be requested through the Interlibrary Loan button. Allow about 3-5 days for ILL materials to arrive.

Web Resources: A few that might be helpful.

- Web pages listed on the Sciences Page
- MacTutor History of Mathematics Archive: <http://www-gap.dcs.st-and.ac.uk/~history>
- Math Archives: <http://archives.math.utk.edu> Math education resources
- Math, Statistics, and Computational Science: <http://math.nist.gov>
- MathSource.com <http://library.wolfram.com/infocenter> Electronic library for Mathematica materials.

For all resources you consider using, use CARE:

- Coverage: How current and is that important to this topic
- Authority: Qualifications, where published, standing in the field?
- Reliability: Is the information accurate, what is the domain in which it is published?
- Expert Opinion: What do other experts say? What is the linkage?

Format and Examples:

Format and content are both important to your final grade. Follow MLA examples in Hacker carefully. Be sure to include both the citation and the annotation which consists of both a summary and evaluation, such as:

Minassian, Donald P. "The Current State of Actuarial Science." American Mathematical Monthly Aug.-Sept. 1996: 552-561. Used Academic Search Premier with keyword actuarial science.

Summary: Minassian gives a brief description of professional organizations associated with actuarial science. He discusses employment placements, examination process and education needed to become an actuary. The article discusses research topics associated with actuarial science.

Evaluation: The article is outdated in one aspect– The SOA and CAS updated their exam process in 2000, but was still helpful regarding the professional actuarial organizations. I will use the information on education needed for actuaries in my presentation.

Social Security Administration. Actuaries in the Social Security Administration. 2002. 22 September 2002.

<<http://www.ssa.gov/OACT/actssa.html>>. Used FirstGov with keywords actuary and career.

Summary: The article first discusses actuaries in general: what they are and what they do. The majority of the article deals with actuarial work and pay scale in the federal government and specifically in the SSA.

Evaluation: This was useful because it provided a contrast between actuarial work in the federal government compared to insurance or consultant actuaries. This article helped me focus more on insurance actuaries for my presentation.

How to do MLA citation indentation on the computer:

- Click **Format** on toolbar
- Choose **Paragraph**, the screen called **Indents and Spacing**
- Under **Indentation**, go to **Special** and click arrow down to select **Hanging Indent**
- Under **Spacing**, choose **1.5 lines**
- Look at **Preview** box; this should be the correct MLA format
- Click on **OK** and you are done

I am here to help. Please feel free to talk with me early on if you are having trouble with your research. Don't wait for your appointment if you are having problems. **A partially completed annotated bibliography is expected at that meeting.** Have fun! Connie Ghinazzi