**Assignment 1 Handout**

**Annotated Bibliography**

Percentage of Final Grade: 20%

Date set: In week 4 tutorial

Date due:

*Hard-copy* – In tutorial 7. Give to teacher at the ***beginning*** of tutorial.

*Soft Copy* –Put it into your class group on Turnitin ***before*** tutorial week 7

**Please remember:**

* You need to sign your name on the cover sheet (can be downloaded from Canvas) when you hand in assignment 1. You **cannot** hand in anyone else’s coursework.
* Assignment 1 **MUST also** be submitted to Turnitin. Students who do not submit to Turnitin may receive 0%. (note that the article does not need to be put on Turnitin).
* **If your Assignment 1** **is handed in late, or submitted late to Turnitin,** then there will be a **penalty as noted in the course handbook.** (For exceptional circumstances student must provide document evidence such as doctor’s letter and contact their tutor in a timely manner).
* Paper copy and e-copy must be the same as each other.

**Task Instructions:**

**Topic:** For this course, you will need to choose a topic of interest from the following list:

*(Use the same topic for both annotated bibliography and essay assignment)*

• Regional economies • Environmental issues

• Poverty • Discrimination

• Advancements in Technology • Immigration

• Cultural identity • Health and Well-being

• Study Abroad • Work-Life Balance

• Travel and Leisure • Food and Dining

* The Arts

**Style:** The summary should be presented in one, not multiple paragraphs. The evaluation may be a separate paragraph, if desired.

**Locating and selecting suitable sources:** Once you have chosen a topic, you will need to do some research and find articles, journals, books and websites to help you develop your understanding and formulate your own ideas on the subject. You will need to select **one text** (preferably articles of about 500-1000 words each) from your research and summarize it. The annotated bibliography will be used, along with other research you do, to construct a full essay later in the course.

**Citation Style:** The annotated bibliography needs to follow conventions of academic style and the APA citation style. As well as providing an accurate in-text citation(s), at the beginning of the bibliography (on a separate line above) you should include a full reference for the article.

**Direct Quotes/ paraphrases:** You can use a quote if you think it adds value to the summary. Most of the summary, however, should be paraphrased.

**Format:** The annotated bibliography should have ‘*Normal*’ 1” (2.54cm) margins, be written in Arial, in size 12 font and double-spaced. For more information on how to format your summary go onto Canvas and into the ‘supplementary materials’ folder in ‘course documents’.

On the top left corner of the document:

* Put your name (in Chinese and English)
* Your student number
* The name of your class tutor and your class number
* The word count

For the hard copy you need to include a cover sheet, and for the soft-copy you don’t.

**Length:** The summary and evaluation should be between 150 and 200 words. You have 10% leeway either way. The total (excluding personal information, title and references page) is therefore 220 words, and the minimum is 135.

Each annotated bibliography should:

* give a full reference/citation above summary
* make suitable reference/citation to the original text in the summary
* be in your own words
* include the key points of the original text
* evaluate the source

**Marking Criteria:** The summary will be marked on the basis of:

* **Task Fulfillment:** Whether the summary has all the main points and is the correct length. Whether you have made sure that even though some key words may be the same as the original, no other sections (unnecessary words, phrases and parts of sentences) have been copied from the original. Whether the source is properly evaluated.
* **Fluency & Coherence:** The organization of ideas, if and how skilfully cohesive devices are used. If and how effectively sophisticated referencing and substitution techniques are used. Whether the topic sentence is clear and appropriate. Whether the sentences and ideas flow logically and there is good use of transition/signal words and phrases.
* **Vocabulary:** The range and accuracy of vocabulary used, academic tone, use and accuracy of collocations/phrases and error density.
* **Grammar:** The range and accuracy of complex and simple structures, punctuation and error density.
* **Citing and Referencing:** Looking at the inclusion of an in-text citation and full reference, it is important that we see effective paraphrasing and summarizing of these external source’s ideas. We should see proper APA style conventions.