

# Developing an Annotated Outline

**The word “annotation” refers to adding information, usually comments, explanations, or references**

An annotated outline, then, would be an outline to which additional information is added, also known as annotations. Information included in the annotations is determined by the purpose of the annotated outline.

## **Not all annotated outlines are alike**

The preparation of the annotated outline is governed by the nature of a larger course project and the role that the annotated outline plays in the context of the course as a whole. In some cases, the annotations are expected to consist of

- comments or explanations
- citations of sources appropriate to each outline entry
- information about each of the cited sources
- topic sentences

## **Some examples**

➤ This outline is not annotated.

- I. Transforming chaos into order
  - A. Definitions of chaos and order

➤ One way to add annotations: adding citations of sources.

- I. Transforming chaos into order
  - Arling, T.J., (2006). Understanding order and chaos. New York: Wylie and Sons.
  - Carling, A.B. (2006). Chaos and you. Boston: Prentice Hall.
  - A. Definitions of chaos and order
    - Palova, X.R. (2005). Toward a typology of typologies. *Journal of Thinking*, 23(2), 176-201.
    - Caldorone, M.C. (2006). Chaotic concepts. *Thinking and learning*. 15(3), 1-2.

- Another way to add annotations: adding additional information about each of the sources.

- I. Transforming chaos into order

- Arling, T.J., (2006). Understanding order and chaos. New York: Wylie and Sons.

- Arling provides a broad overview of the relationship between ordered and unordered systems. Included in this overview is a discussion of how the contrast between these systems has affected scientific thought over the past 200 years.

- Still another way to add annotations: adding complete sentences, with each sentence usable as a topic sentence for a paragraph in a project or paper.

- I. Transforming chaos into order

- Arling, T.J., (2006). Understanding order and chaos. New York: Wylie and Sons.

- The contrast between ordered and unordered systems – order and chaos – has affected scientific thought over the past 200 years.

## **Important!**

If you have any questions regarding the expectations of an annotated outline:

- read the assignment description
- review the grading checklist provided in the course
- ask your instructor