The first step in completing your project is to compile the items that you will use as your data and information sources. Completing this annotated bibliography will get you started. It is a lot of work, but it will pay off later.

Your task for this assignment is to compile at least 8 sources per person/group member that you will use for your project. To include a source, you must not only track it down, but you need to review it carefully to be sure it will be helpful to your project. If it isn’t move on and find another. For each entry, you provide (1) a complete bibliographic citation (see CSE guidelines on the website) and (2) then a 2-4 sentence brief description of what kind of information the source provides and how YOU will use it in your research.

Please note the following:

You are handing this bibliography in as the first step in your role as consultants. Therefore it must be a professional piece of work that represents your entire team. To receive any credit, your efforts on the bibliography must be combined, integrated and formatted as one uniform piece of work (that is, be in a uniform font [Times New Roman or other serif font is preferred], each entry formatted the same using the CSE guidelines, etc.). This means that you will need to get your work done early enough to spend some serious time organizing and formatting the final product. You have plenty of time to complete this work, so excuses like “my printer didn’t work” or there “was an e-mail problem” etc. simply mean that you did not put enough time into preparing your work and no credit will be awarded.

- As with any work you turn in, if it is longer than one page (and it will be) you must include page numbers at the bottom right of each page.
- At the end of each source annotation you should list the person that found the source and wrote the description.
- Each person must have at least two sources that are not websites [i.e., they must be books, journal articles, newspaper articles, etc.]. These sources can be found on the library website by searching the various databases. I suggest that if you are unfamiliar with library resources that go there right away and ask for help from one of the librarians.

Format:

At the top of the first page:

1) Each of your names
2) The (1) industry/company/product or (2) sustainability issue you are writing about
3) A paragraph, jointly authored by the members of your team that provides a brief synopsis (or abstract) of what you plan to do and how you plan to do it (see the writing style guide). This does not need to be long, just long enough to convey the appropriate information.

Then, a list of each of your sources numbered (from 1-N), properly formatted (see information on the website for help), annotated, and the person responsible for it indicated. Each entry should look like this (modified for the specific type of source [web page, journal article, etc.]).

Example:


- Provides a general overview of major aspects of productions systems, trade and globalization my company’s industry. The section on “Dynamics of Interdependence” will be utilized to discuss the changing integration of my company into world markets. [Compiled by **add student name here**].

….. and so on. Please see me if you have any questions.