Annotation Guideline Handout

Each source will be marked up with highlights and annotations summarizing specific sections of the text.

However, since everyone will have different sources, it doesn’t work to just give a cookie cutter guideline that everyone needs to follow exactly.

**Highlighting**: Highlighting main ideas within your sources is extremely important. I should be seeing quite a bit of highlighting, but not an overabundance to where you just highlight everything. We should have somewhat of a happy medium here. You can highlight specific words, phrases, or whole sentences, but please do not highlight an entire section/paragraph. The highlighted text could be words you aren’t familiar with and want to define and phrases and/or whole sentences that sum up the main idea of your social issue, gives important information on your topic, something surprising or interesting that you found out while reading, or something that gives new insight on this issue.

**Annotations**: The annotations you make off to the side of specific sections in each source will simply be a summary of that specific section. I want you to do this rather than define a word or tell me what you found interesting because summarizing the sections will be more beneficial to you in the long run. Again, I can’t give you a specific number of annotations to complete for each source because some sources will only be a couple pages, while others will be longer. So basically, I would like you to stop every 5-7 sentences within each source to complete an annotation.

Below is an example of highlighting and annotating a specific section within an article dealing with teenage drug abuse…

There are many signs that a teen is using drugs. It can be difficult to tell the difference between the pangs of adolescence and actual drug use, but parents can be proactive in talking to their teen to find out what’s going on. It’s up to parents to initiate a conversation with their children if they suspect drug use. One in five parents who suspect their teen is using drugs do not intervene to prevent further drug use. The best way to get a teen to communicate about their drug use is by asking compassionate and understanding questions.

**Annotation:** *(will normally be off to the side of paragraph)* “It is important that parents are proactive in initiating conversations with their children if they suspect drug use since. Communicating to their teen by being compassionate and asking understanding questions will be most effective in getting their children to talk.”