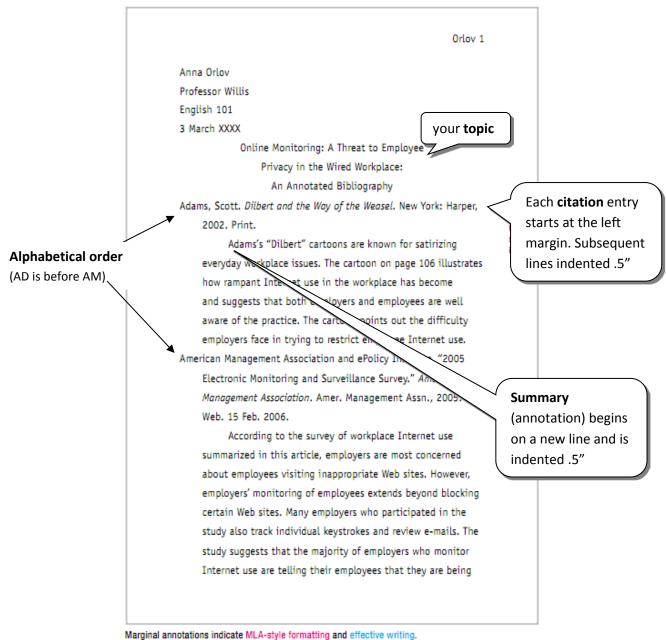# Quest 6: Creating a list of your sources (Annotated Bibliography)

Guidelines to follow when typing out your Annotated Bibliography:
- 1" margins
- 12 pt. font
- Double-spaced
- Second line of each citation indented 0.5", annotations are indented 0.5"
- Sources listed in alphabetical order

Orlov 1

Anna Orlov
Professor Willis
English 101
3 March XXXX

your **topic**

Online Monitoring: A Threat to Employee
Privacy in the Wired Workplace:
An Annotated Bibliography

Adams, Scott. *Dilbert and the Way of the Weasel.* New York: Harper,
2002. Print.

Adams's "Dilbert" cartoons are known for satirizing
everyday workplace issues. The cartoon on page 106 illustrates
how rampant Internet use in the workplace has become
and suggests that both employers and employees are well
aware of the practice. The cartoon points out the difficulty
employers face in trying to restrict employee Internet use.

American Management Association and ePolicy Institute. "2005
Electronic Monitoring and Surveillance Survey." *American
Management Association.* Amer. Management Assn., 2005.
Web. 15 Feb. 2006.

According to the survey of workplace Internet use
summarized in this article, employers are most concerned
about employees visiting inappropriate Web sites. However,
employers' monitoring of employees extends beyond blocking
certain Web sites. Many employers who participated in the
study also track individual keystrokes and review e-mails. The
study suggests that the majority of employers who monitor
Internet use are telling their employees that they are being

Each **citation** entry starts at the left margin. Subsequent lines indented .5"

Alphabetical order
(AD is before AM)

Summary (annotation) begins on a new line and is indented .5"

Marginal annotations indicate MLA-style formatting and effective writing.

Source: Diana Hacker (Boston: Bedford/St. Martin's, 2007).