



## SCP GLOSSARY

### Annotated Bibliography

A bibliography is list of sources (books, journals, websites, periodicals, web sites, pamphlets, etc.) one has used for researching a topic. Bibliographies are sometimes called "references" or "works cited" depending on the style format you are using and lists **ALPHABETICALLY** the bibliographic information --author, title, publication information and copyright for each source.

An annotation is summary of what is in a source **and** an evaluation of how the source was used to inform your thinking, help your organizing, how it compares to other sources that your are reading using, how reliable the source was, what the sources' bias is, what its purpose is etc.

Therefore an **Annotated Bibliography** is an alphabetical list of sources with bibliographic information and includes a summary and/or evaluation of each of the sources.

An annotated bibliography is a tool for students and teachers to use to keep track of what you have read; how you can find it again (bibliographic information provides that trail); and keeps track of what sources will be most useful to you (the annotation will help here) when you begin to write the paper and put together the Works Cited for the paper. Sometimes referred to as a **Working Bibliography, Bibliography, or References.**

### Executive Summary

"An executive summary previews the main points of an in-depth report; it is written for non-technical people. The executive report contains enough information for a reader to get familiarized with what is discussed in the full report" (ehow.com/how\_16566\_wrie-executive-summary.html).

The main purpose of the Executive Summary is to excite, to capture your readers' attention so that they want to read the full paper. The Executive Summary is a preview for the readers/evaluators of your project. It showcases the main points and provides enough information for a reader to familiarize himself/herself with what is discussed in the full paper. It includes your purpose, findings, and key recommendations/learning.

In many situations, business, submitting proposals, applying for grants an Executive Summary is required. A good Executive Summary can make the difference in whether or not the venture that the summary was written for is successful.

### I-Search

A type of research paper that is designed to teach the writer and reader something valuable about a chosen topic and about the nature/character of searching and discovery. It is written in the first-person story-style so that the writer is presenting his/her active role in the search, the experiences of the hunt for facts, and truths, and shows its step-by-step development.

<http://www.docstoc.com/docs/2316338/WHAT-IS-AN-I-SEARCH-PAPER>

## Narrative

A narrative form is storytelling form so when the I-Search paper uses the word narrative in conjunction with writing the paper it means an accounting of the sequence of events in research, thinking, learning, and doing, across time and space of your full project.

## Paraphrase

A paraphrase is when you take information from a source and put it entirely in your own words (changing one or two words is not paraphrasing). Paraphrases must be cited within the text.

[lib.uah.edu/turnitin/studentterm.htm](http://lib.uah.edu/turnitin/studentterm.htm)

## Parenthetical/In-text Citations

A citation style which uses an in-text a reference to a source enclosed within parentheses ( ) that is directly related to the full list of resources in the Works Cited section of the paper

**NOTE:** Parenthetical Citation and In-Text Citation are the same and the terms are used interchangeably.

## Précis

A précis (pronounced pray-see) a brief statement that presents the main points in a clear and precise way

**NOTE:** Related terms that are often used interchangeably, **Summary** and **Abstract**

## Primary Source

A primary source, also called original source in some disciplines, is the original resource created at the time an event occurred. These may include newspapers, interviews, research reports, scholarly journal articles, trade journals, conference proceedings, master's or doctoral dissertations, Web sites, diaries, letters, art work, photographs, illustrations, personal interviews, autobiography, etc. None of these things are given with interpretation for the viewer – the viewer is not told what to think about them or even necessarily told anything about the source. The viewer must draw his or own conclusions.

## Secondary Source

A secondary source contains information that **other people have gathered and interpreted, extended, analyzed, or evaluated**, such as newspaper articles, a documentary on television, a website, a science text, commentary on art, photographs, an encyclopedia entry, biography, etc. These kinds of sources have the benefit of hindsight and are written or produced after the original event, creation of a piece of art work, etc.

## Works Cited

The term MLA uses for the alphabetical listing at the end of a paper of articles, books, websites, other works that are quoted or paraphrased in an article or paper. In other citation styles it may be called to Bibliography or References.