Sample

MLA Annotated Bibliography (Orlov)

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English 101

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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

In MLA style, each entry begins at the left margin; subsequent lines indent ½".

The annotation begins on a new line and is indented ½".

Marginal annotations indicate MLA-style formatting and effective writing.

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Orlov interprets the source's findings in relation to other sources in the bibliography.

monitored. These findings seem to contradict many of my other sources, which claim that employers are not doing enough to explain Internet monitoring to their employees.

"Automatically Record Everything They Do Online! Spector Pro 5.0
  FAQ's." *Netbus.org*. Netbus.org, n.d. Web. 17 Feb. 2006.

Double-spacing is used throughout, with no extra space between entries and no extra space between entries and their annotations.

Spector Pro is a type of Internet surveillance program. This Web page, sponsored by the manufacturer of the product, explains the functionality of the software and describes its features. It can be installed on a variety of computers and can be installed in "Stealth" mode so that the user cannot detect the software on his or her computer. The program can also monitor all computer use ranging from Word documents to Web sites. This source supports my other sources by illustrating the ease with which this kind of software can be installed as well as the extensive amount of information it can gather for employers.

Flynn, Nancy. "Internet Policies." *ePolicy Institute*. ePolicy Inst.,
  n.d. Web. 15 Feb. 2006.

Annotations are usually three to seven sentences long.

This excerpt from Flynn's *The ePolicy Handbook* offers statistics on employee Internet use and five suggestions for minimizing it. Flynn claims that the majority of employees in the United States are using company time to surf the Internet and that companies are suffering huge financial losses as a result. Her suggestions for minimizing personal Internet use include establishing a company Internet policy and installing monitoring software. This is consistent with the suggestions of many other sources.

Summary is followed by a balanced evaluation of the source. Why was this a reliable source?

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