

## Taking Notes

- Before you take notes from any source at all, be sure to write down the information that you will need later for your Works Cited page:

For a book: *author, title, edition (if not the first), place of publication, publisher, and date of publication*

For an article: *author, title of article, title of publication, date, page numbers, volume and issue numbers*

For a computer database or the Internet: *same material as above, but also the name of the data base, date of electronic publication, date you visited the site, and Internet address*

- Make a copy of the article or portion of the book you intend to use. (Be sure to write all of the above publication information on the copy.) Now you can mark up this copy all you want.
- Read the source, underlining and highlighting major ideas and any places that seem to express significant points. Don't take notes just yet. Just read and underline.
- Now take notes from what you have underlined. Use a separate sheet of paper (or note cards, if you prefer). As much as possible, use your own words in your notes. Next to each notation, identify the page number. If you write down *anything* word for word, place quotation marks around it and identify the page number.
- A *warning*: Some students skip taking notes and try to write their paper directly from the underlined material that they've read. Don't do it. The result is almost always a paper that reads like a string of loosely related quotations and summaries.
- When you have taken all of your notes, re-read them. Mark those that seem particularly important. As best you can, identify notes that discuss similar ideas even though they come from different sources.