

## Taking Notes for Research

- Use 4 x 6 index cards for taking notes.
- Write notes related to one idea on each card.
- Include the following:
  1. Topic of notes in upper left hand corner
  2. Bibliography card number in upper right corner
  3. Page number on which information was found in upper right corner
- Kinds of notes:
  1. **Quotation:** For a passage that is particularly significant or well-stated, you may quote it word for word. Be sure to use quotation marks.
  2. **Paraphrase:** Restate particular ideas or pieces of information from a small section in your own words.
  3. **Summary:** To record the general idea of a long paragraph, several paragraphs, or a chapter, summarize in your own words.
  4. **Statistics or Percentages** – Specific data should be represented accurately and be explained.

Topic from Outline	# of Bib Card – page #
Notes taken from one source	
Notes taken from one page	
Notes taken on one topic	
If information carries from one page to another page, you may indicate 2 pages but not multiple pages. Pg 2-3 = yes Pg 2-10 = no	
However, be sure to indicate which info comes from which page	

