

Note Taking

The purpose of note-taking is to gather information from a variety of sources. There are several rules that will help you in taking notes.



GENERAL PROCEDURES

1. Browse the material before note-taking or photocopying and determine if it contains both reliable and relevant information.
2. Once the appropriate information has been located, complete a bibliography card for the source.
3. Use 3"x 5" or 4"x 6" file cards.
4. Identify the source of the note on the top line at the left margin. **It is extremely important to include the page where the information was found.**
5. Write the topic of the information on the top line at the right margin.
6. Record one piece of information or idea per card, using a direct quote, a paraphrase, or a summary. Enclose all directly quoted source material in quotation marks.

*For more on note card format, consult the following page.