Taking Notes for a Research Project

You will need several notecards.

- 1. To take notes from a source (a book or the Web), first write a source card. See the samples on this page.
- 2. Assign that source a letter so that you can write this letter on each note card from that source without having to write the source information on every card.
- 3. On your note card, write the topic of the card. This is called a slug.
- 4. In the upper right-hand corner, write the letter of the source that you are using.
- 5. On the bottom right-hand corner, write the page from which you are taking notes. If you are using an online source write WEB so that I know that you don't have a page number.
- 6. Read information from the source and paraphrase it. In other words put the information in your own words—do not copy.
- 7. Do not write sentences—only short phrases.
- 8. Make your phrases into a bulleted list on your note card. Leave lines between each fact.
- 9. Spell correctly.
- 10. If you come across a quotation that you want to use, put quotation marks around the quoted material.
- 11. Write your name on the back of every note card and source card. Do not throw these away or lose them before finishing your project.



Source card for a Website

Information needed:

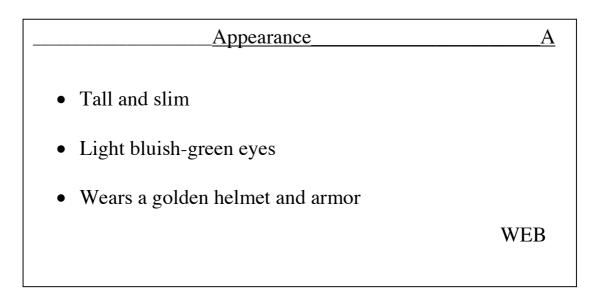
The author (last name, first name). "Name of the webpage." Website Title. Sponsor, last updated date. Web. Date of access. .">http://>.

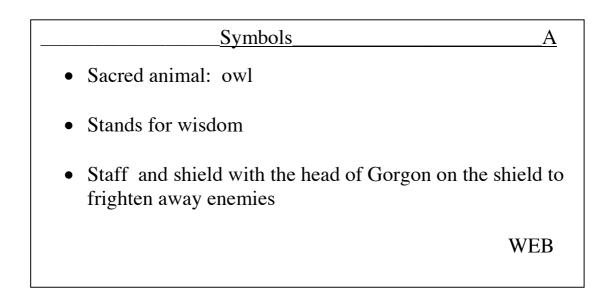
If you cannot find a date, use n.d. for no date. If no publisher is available, use n.p. for no publisher.

A Hatzitsinidou, Evangelia. "Pallas Athena, the Goddess of Wisdom in Greek Mythology." *Greek-Gods.info: Gods and Goddesses of Ancient Greece*. No n.p., 2010. Web. 23 Nov. 2010. <http://www.greek-gods.info/greekgods/athena/>.



Example notecards using the online source (A):







Source card for a book

В

Information Needed:

The author (last name, first name). <u>Name of the Book</u>. Place of publication: Publishing Company, year. Print.

If the city is well-known, you do not need to include the state.

Hoena, B.A. Athena: Goddess of Wisdom and Courage.

Mankato, MN: Capstone, 2003. Print.



Example notecards using book source (B):

Birth	B
• Zeus warned by his grandmother that Metis would have his son	
• Predicts strong son who will overpower Ze	us
• To protect self decides to swallow Metis so she can't deliver his baby	
• Has a bad headache months later	9

Birth	B
• Asks Hephaestus, his son, to cut open his why the headache	head to see
• Athena alive in Zeus's head	
• Pops out of Zeus's head	
• Fully grown and dressed	9

