

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/greek-gods/athena/>>.

Example notecards using the online source (A):

<u>Appearance</u>	<u>A</u>
<ul style="list-style-type: none">• Tall and slim• Light bluish-green eyes• Wears a golden helmet and armor	WEB

<u>Symbols</u>	<u>A</u>
<ul style="list-style-type: none">• Sacred animal: owl• Stands for wisdom• Staff and shield with the head of Gorgon on the shield to frighten away enemies	WEB

Source card for a book

Information Needed:

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

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

B

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

Mankato, MN: Capstone, 2003. Print.

Example notecards using book source (B):

<u>Birth</u>	<u>B</u>
<ul style="list-style-type: none">• Zeus warned by his grandmother that Metis would have his son• Predicts strong son who will overpower Zeus• To protect self decides to swallow Metis so she can't deliver his baby• Has a bad headache months later	9

<u>Birth</u>	<u>B</u>
<ul style="list-style-type: none">• Asks Hephaestus, his son, to cut open his head to see why the headache• Athena alive in Zeus's head• Pops out of Zeus's head• Fully grown and dressed	9