Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_

**English 109**

**Research Project**

**Information needed on note sheets:**

**Book:**

Author’s last name and first initial:

Title of Book:

City of Publication:

Name of Publishing Company:

Year of Publication (also called copyright date):

**Website:**

Author’s last name and first initial:

Title of article (or page):

Title of Site:

Names of Editors (if there are any):

Day Month Year of Last Update or Copyright:

Name of Sponsoring Company:

<URL of service> (to .org, .net, .edu):

**Database Article:**

Author’s last name and first initial:

Title of Article:

Title of Original Source:

Volume and Number of Original Source (v # n #):

Full Date of Magazine (Day # Month letters Year #):

Name of Database Service (like Infotrac, etc.):

<URL of service> (to .com, .net, or .org):

**English 109**

**Research Project**

**Note taking**

Use a WIDE variety of resources—don’t use JUST books, or JUST the websites. Look everywhere—use many resources. Search creatively and keep on searching! While you are finding resources with information in them, you will be taking notes that you think will be helpful to use in your paper. Once you have found a source that relates well to your research, it is important to make that information as usable as possible. In order to do so, you need to take concise, to the point notes that summarize the pieces of the source you will be using for your paper.

For each source you find, you need only the information that applies to YOUR topic.

In some cases, it is helpful to photocopy sources, but if you do not take notes on what you have copied, there is a good chance that when you go to use the source, you will find that it is junky and irrelevant to your research. Taking notes will make the later stages of research (outlining, drafting) much easier and will help you to get the most out of your sources.

Write down ONLY the information that will be useful to you-- do not try to write down everything!

Reminders:

Summary:

Sentence summary -- Write what this article is about in one sentence.

Main points -- list the 4 or 5 main ideas of this article; hint, look at the first sentences of

main paragraphs. Do this in your own words!

Quotes:

Find 2-3 sentences/phrases that you would want to quote directly in your paper (in other

words, they are too well written to paraphrase, or they are good summaries or

explanations that would be helpful to your reader). Write the exact quote and page

number.

Paraphrase:

Pick ONE paragraph (something important but not necessary to quote) from your article

and put it into your own words.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_

**Research Project**

**Note Sheet**

**Reference Page Information:**

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**NOTES:**

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