

TAKING NOTES FOR THE RESEARCH PAPER

METHOD A

1. BEFORE BEGINNING TO TAKE NOTES, YOU SHOULD:

- Read generally on your subject so you can limit it (for example, the subject "Alcoholism" may be limited to "Problems of Alcoholism in the Home.")
- Compile a list of books and articles you intend to use. The bibliographical information about these texts should be recorded on separate file cards 3" by 5".
- Clearly define the purpose of the essay (for example, the purpose of the essay on alcoholism may be to prove the statement, "Alcoholism can cause problems in the home.")
- Make a tentative outline of the paper with your major and minor topics indicated so that you will know exactly which notes you should take.

EXAMPLE
ALCOHOLISM CAN CAUSE PROBLEMS IN THE HOME.
THESIS

A. <u>Kinds of problems</u>	1. Emotional	a. stress on mother b. confusion among children
	2. Financial	a. resources are used up
	3. Health	a. heart b. weight
B. <u>Solution</u>	1. Alcoholics Anonymous 2. Counseling	

2. IN TAKING NOTES, REMEMBER:

- Be brief. Note important ideas, statistics, proper names, definitions, and only enough other information to jog your memory
- Do not merely transfer information from the text to your notes. Write notes in your own words except for a few passages you intend to quote exactly.

3. TAKE NOTES AS FOLLOWS:

- Follow the major topics of your outline. Take only notes that come under one of your major topics. You may decide that you need to add one or two topics to your list, but don't let your list get too long.
- Use note cards. Take notes on a card (usually 4" by 6") with the major topic they pertain to written on the top.
- List the source. At the bottom of the note card identify the source from which the notes are taken.
- Give the page number. If there is material on a card which will require a footnote - quotations, exact figures, or information or ideas that are not widely known - be sure to write the page number where this material is found. The page number will be needed for the footnote.
- Separate your topics. Notes for different major topics should always be put on different cards.
- Separate your resources. Notes from different sources should always be put on different cards.
- Use quotation marks for exact quotations. If you want to add your own comments, place them within brackets.

4. AFTER TAKING YOUR NOTES:

- Check your outline; you may need to make certain revisions in it now that you have completed the research.
- Place your note cards in order according to your outline.
- Begin to write the first draft of your essay.

METHOD B

1. BEFORE BEGINNING TO TAKE NOTES...REFER TO METHOD A.

2. IN TAKING NOTES, REMEMBER...REFER TO METHOD A.

3. TAKE NOTES AS FOLLOWS:

- See Method A
- Use a separate sheet or pad of paper for each source.
- Write the bibliographical information at the top of the page.
- Draw a margin down the right hand side of each page, about an inch in from the edge. It is in this space that you will record the page numbers required for your footnotes (also refer to Method A.)
- Divide your sheets according to the major topics found in your outline. Make sure you leave a sufficient amount of space between each heading.
- As you read the research book, jot down your notes under the appropriate headings. Use quotation marks for direct quotes. If you want to add your own comments, place them in brackets.

4. AFTER TAKING YOUR NOTES...REFER TO METHOD A.