

Research Notes (complete a separate Research Notes form for each source)

Use this form when you conduct research from web and paper-based sources. When you take research notes, you will be better able to **understand** the information and its relationship to your assignment, **decide** which information you want to include, and **plan** where you want to include it. You will **avoid plagiarism** because you will have the citation information for each source. Keep the research notes together with each corresponding source in a research file along with the assignment rubric.

Source Information:

Include the author, date, title, publication information, retrieval date, and the URL, where applicable. Record the source information accurately; you will need it for APA or MLA referencing formats.

Page Write the page number for each 'piece' of information you have made notes for.	Notes To avoid plagiarism, make point form notes or paraphrase (rewrite in sentences in your own words) the information. Put quotation marks around the information if you want to quote the source in your paper.	Plan Note whether the information is a direct quote, a paraphrase, a summary, a statistic, or a definition. Write down where you plan to use the information. Will the information be useful in the introduction? as support for a sub-topic? in the conclusion? Record your thoughts about the source and/or the information.

Add your notes into each column.

If you need more space, scroll down to the next pages.

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