

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.

<p>Page</p> <p>Write the page number for each 'piece' of information you have made notes for.</p>	<p>Notes</p> <p>To avoid plagiarism, make point form notes or paraphrase (rewrite in sentences in your own words) the information.</p> <p>Put quotation marks around the information if you want to quote the source in your paper.</p>	<p>Plan</p> <p>Note whether the information is a direct quote, a paraphrase, a summary, a statistic, or a definition.</p> <p>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?</p> <p>Record your thoughts about the source and/or the information.</p>

Page	Notes	Plan