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.

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Write the page number for each 'piece' of information you have made notes for.	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.	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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