

## FORMAT FOR RESEARCH

Record your notes so that you can easily locate all points relating to a particular subject and readily identify the source from which a piece of information is taken.

\* *You can record notes either on index cards or in a notebook.*

1. **Index-card style:** In this method, you record each piece of information from a source on a separate card. After you are finished reviewing and recording all your sources, you can organize all your cards according to TOPIC. This will be helpful for organization purposes.

\* **For each source, copy the complete bibliographical information** (author, title, publisher's name, date and place of publication). This is not only necessary for accuracy and organization but also, technically, you are compiling the bibliography for your paper.

\* For multiple notes from the same source, in the upper right hand corner of each card, record a short form of the title and the author's last name.

\* Write **subject or topic** headings on the cards in pencil to facilitate organizing and reorganizing information.

2. **Notebook style:** In this method, you record all information on a single page or a series of pages in a notebook.

\* Write the author, title, place of publication, publisher, and year of publication at the top of the page for each source.

\* Make notes in the middle of the page, leaving wide margins.

\* In the left-hand margin, **note the specific topic** to which each piece of information relates.

\* Begin a new page for each source you consult. Another possibility is listing your notes according to topic.

\* Basically, use the same methods as suggested for index style: **summary, paraphrase, and direct quotation.**

## COMMON ERRORS TO AVOID

1. The most common and most serious error students make in taking notes is **to copy the wording of the source directly, either word-for-word or with minor changes**. This prevents you from processing the information fully in your own minds. This is plagiarism and we do not take someone else's work as our own. The best way to avoid this is not to look at your source as you write your notes. That way you will be sure to use your own words.
2. Including **too much detail** in notes slows you down. If you are doing this, you are not distinguishing between significant and insignificant information. Notes are meant to be concise!
3. Direct quotations should be used only when you have a special purpose. If you use a direct quotation, copy it accurately!

<http://rwc.hunter.cuny.edu/reading-writing/on-line/notetaki.html>

## Inverted Pyramid Style of Writing

