

Directions for Taking Research Notes

When doing research for an essay, it's not enough just to read the articles, books, or other sources. You must have an ordered system for keeping track of the information that you might use later in your essay.

Step 1:

For research purposes, you will need one copy of the second page of this document for each book, article, or other source that you research. Three are already included, but you can print more if needed!

Step 2:

Write all of the reference information that you can find at the top of page. This may include the name of an author, title, name of a website, publication (or updated) date, book publisher, Bible version, and/or the full web link. Also, write the date that you personally accessed any website to take notes.

Step 3:

List your 1st, 2nd, and 3rd thesis prong in the three boxes. Then, read the article or book and look for quotes that directly support one of your three prongs.

COPY EXACTLY (use quotation marks) any statement that might make good evidence for a prong. Include the page number (7) or scripture reference (John 3:16) with the quote when available.

Copying exact quotations will help you avoid plagiarism because you will always be able to look back and identify exactly what the original writer or speaker said.

Which statements should you copy?

- Any facts, examples, statistics, or interesting testimony *that directly and specifically support one of your prongs.*
- Copy more quotes than you think you need. It's easier to take abundant, quality notes up front than to go back later, while writing your essay, to locate more information.

*You can bring these completed forms on Thursday, 2/1 instead of bringing all of your sources in since all of the information should be filled in at the top.

Source Information

Author(s): _____ Other Contributors: _____

Article/Book Title: _____

Publisher: _____ Publication Date: _____ Edition/Version/Other: _____

Website: _____ Website Accessed Date: _____

URL: _____

Possible Supporting Evidence

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| Prong 1: _____ | Prong 2: _____ | Prong 3: _____ |
| Quote: _____ | Quote: _____ | Quote: _____ |
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