

## Note Taking

### **Note Cards: There are three types of note cards.**

*Direct Quote:* A direct quote reproduces the exact words of the source. Use a direct quotation when the author makes a point in a significant or unusual way. In such cases, a direct quotation may be the strongest way to support the point. Copy the words exactly and put quotation marks around the passage. If words are left out at the beginning, end or in the middle of the passage, use an ellipsis (...) to indicate that words have been omitted. At the bottom of direct quote cards, put a short explanation of how this quote fits into your argument. Also, in a literary research paper one should have some quotes from his/her primary source. All direct quote cards should be accompanied by an explanation of the quote and its purpose. **This type requires an in-text citation.**

*Paraphrase:* A paraphrase is a restatement of the ideas in the passage, or a rewording. Paraphrased material does not need to be in the exact words of the source. Keep the author's meaning without using the author's words. Use fragments when paraphrasing to avoid accidentally taking too many of the source's words. **This type requires an in-text citation.**

*Summary:* A summary is a condensed version of a passage. Write a summary, just giving the main points and essential details. Summary is useful when the main points of a long passage can be captured in fewer words. Summary will retain views, interpretations or statistics. **This type requires an in-text citation.**

\*Make sure to have some of each type of card. Direct quotes should not monopolize the paper.

### **Tips**

There must be at least one note card from each source.

Make sure that all necessary information appears on each card.

source reference (A1, B7, C3...etc.)

subject heading (i.e. symbolism, Scout, death)

note

page number

### **Card Relevance**

Please make sure you only take notes that are relevant to your topic/thesis. Also, limit biographical information if the thesis does not pertain to the author's life. This means only one or two cards may be needed for biographical notes.

**Example:**

Thesis: In Harper Lee's *To Kill a Mockingbird* she develops the theme of prejudice through the characters of Atticus Finch, Tom Robinson and Boo Radley.

\* Only take notes on these specific characters and how they are the victims of prejudice. Any background on Harper Lee should only be included in the introduction, if at all.

**Example:**

Thesis: Edgar Allen Poe's poems "The Raven" and "Annabel Lee" are reflective of the deaths of loved ones in his life.

\* Take notes on the people in Poe's life who have died and information about death in these poems.