

## LINCOLN LAND LEARNING LAB

### TAKING NOTES FOR RESEARCH PAPERS

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#### METHOD: 4" X 6" NOTE CARDS

The most frequently used method for taking notes on information located through research is note cards, since a variety of material from different sources is involved. Your own ideas, which will be included in the paper, should be based on evidence and information found in the research process. The most frequently recommended size is 4" x 6".

#### **The advantages of note cards, as opposed to note paper**

- one idea per card
- easy to rearrange cards
- record sources

It is possible to put each idea or quotation on a separate card.

It is possible to develop the outline and the paper—by arranging...and if necessary rearranging...the cards which is quicker and easier than recopying pages of written material.

It is easier to keep track of the sources of information found.

#### **There are generally four kinds of notes used**

**Summary**—a condensation of significant facts. A summary should retain:

1. the essential meaning of the original.
2. the order of the original.
3. the tense, mood and tone of the original.

**Paraphrase**—restates in one's own words. A paraphrase

1. is approximately as long as the original.
2. may clarify or explain some parts of the original material.
3. may be written in a different order.
4. may be written in a difference tense, mood or tone, using the syntax and vocabulary of a paraphrase.

Paraphrases show that the writer has mastered and assimilated the material well enough to be able to state it in his own words, and to give the paper an even, consistent writing style.

**Quotation**—exact reproduction of source's words, whether oral or written, preserving all details of grammar, spelling, etc. Quotations are recommended when an authority is to be cited exactly and when the original material is so well expressed that summary or paraphrase would lose the essence.

Quotation marks must be used, even on the note card. Quotations may be combined with paraphrases.

### **Format of Note Cards**

Identify source of note in upper left hand, using only author's last name and key words from title and page number.

Example:

Winkler, Writing Paper, p. 34.

In upper right hand corner, identify general heading for the information contained—for use of organizing cards and information. (Possibly write in pencil so entries can be easily changed as sections of the essay develop).

**Bibliography**—presents all information needed for an entry on a Works Cited page.

Kranz, David L. "Tracking the Sounds of Franco Feffirelli's *The Taming of the Shrew*." *Literature-Film Quarterly* 36.2 (2008): 94-112. *Academic OneFile*. Web. 28 Oct. 2009.