

ENGLISH II RESEARCH PAPER

TAKING NOTES

- You must have at least one “note card” per source. A citation without any notes will not receive any credit.
- It is a good idea to have multiple note cards for one source when you have multiple topics covered within that source: create a separate notecard for each topic-it is easier to manipulate the information that way, when you need to use it in your paper.
- Your notes can be in a bullet point or in a paragraph format. **All information must be in complete sentences.**
- You must paraphrase and summarize the information from the original source before you write it down in your notes. All charts, graphs, tables, etc. must be interpreted and evaluated, not copied and pasted.
- You must use quotation marks if you use a direct quote in your notes. *Be careful here-the only time it is appropriate to use a direct quote is when the original idea cannot be restated in any other way (terminology, definitions, well-known or loaded (powerful) statements).* EVERYTHING ELSE MUST BE PARAPHRASED AND SUMMARIZED..
- Before you start taking notes, create a citation for each source. Use a free online resource to create a citation (<http://citationmachine.net/index2.php>), then copy and paste into your document/note card.
- Your note cards will be completed on Google docs and shared with me for evaluation.
 - FCA1: At least 5 different sources, at least 10 notecards -- 20 points
 - FCA2: Each source cited correctly in MLA format -- 10 points
 - FCA3: Information is paraphrased and summarized/Each note card contains sufficient information relevant to the topic -- 20 points

Springen, Karen. "Artful Aging." *Newsweek*. 25 Jan. 2008. Web. 12 May 2013.

1. Topic: Aging Process-Biology

Notes: _____

2. Topic: Signs/Symptoms of Aging

Notes: _____

3. Topic: Methods to Delay Aging Process

Notes: _____

