

## Taking Notes on Research

There are a variety of techniques that can be used to take notes on research. However, your paper will be better if you learn to take good notes on what you research. The following pages outline three different strategies for taking notes on research, there are many more strategies but for the sake of simplicity, we will only present three. Your teacher may require one strategy or may allow you to choose the strategy you prefer. No one strategy is better than another they are simply different methods of accomplishing the same goal. The goal of taking notes on research is to help you to (1) learn about your topic and (2) organize your thoughts as you begin the writing process. Writing a research paper is much easier when you have done an excellent job of gathering information, reading it and taking good notes on it.

### Strategies

1. Note Cards
2. Table/Matrix
3. Modified Cornell Notes

## Note Cards

You will have two types of Note Cards.

1. Source Cards
2. Information Cards

### Source Cards

1. After you decide that a source is credible and will be helpful, record all of the Works Cited information on a card.
2. Write it in the same format you will use for your Works Cited page.
3. Number each Source Card.

*Sample*

#1
Expert, Joseph. "Maine West is Best!" <i>Time</i> .
1 April 2002: 14-16.

### Information Cards

There are two different ways to use information from an outside source:

1. Direct Quotation from the text (copying the author's words exactly as they are in the text) – see sample #1
2. Paraphrase (summarizing the author's words, putting the information the author gives into your own words) – see sample #2

#### Sample #1

Awards	#1
“In 1991 Maine West was named a Blue Ribbon School.”	
Expert 16	

#### Sample #2

Who Thinks West is Best?	#1
Parents	
Community members	
Expert 15	

#### Reminders:

- Only one fact per card
- Label each card to match it to its source card number
- Include at the bottom of the card what will be included in the parenthetical citation
- ALL phrases that come directly from the source must have quotation marks around them

## Table/Matrix

### Steps:

1. After you decide that a source is credible and will be helpful, record all of the Works Cited information in the appropriate column of the table.
2. Write it in the same format you will use for your Works Cited page.
3. Copy the direct quotation (you may copy it word for word or cut it out of a printout and tape or glue it in the appropriate column of the table). Be sure to include the parenthetical citation after the quotation.
4. Paraphrase the direct quotation (be sure it is in your own words and that you don't copy more than 3 words in a row directly). Be sure to include the parenthetical citation after the quotation.
5. When writing your research paper, you may use the direct quotation or paraphrase in your paper but be sure to cite the source in the body of the report and include the source in the Works Cited.
6. You may use either format of the table. The second format (which includes the General Topic column) will help you be more organized when you go to write the paper.
7. ALL phrases that come directly from the source must have quotation marks around them
8. You may copy and use the blank templates that follow or you may make your own table/matrix.

## Sample #1

Works Cited	Direct Quotation	Paraphrase with Parenthetical Citation
<p>Mercury: Methylmercury Effects. April 2006. U.S. Environmental Protection Agency. 28 June 2006 &lt;<a href="http://www.epa.gov/mercury/effects.htm">http://www.epa.gov/mercury/effects.htm</a>&gt;.</p>	<p>“For fetuses, infants, and children, the primary health effect of methylmercury is impaired neurological development. Methylmercury exposure in the womb, which can result from a mother's consumption of fish and shellfish that contain methylmercury, can adversely affect a baby's growing brain and nervous system” (Mercury).</p>	<p>When pregnant women eat fish that contains methylmercury, the babies in the womb are exposed to methylmercury which can have a bad impact on the baby’s brain (Mercury).</p>
<p>Same Works Cited As Above</p>	<p>“Outbreaks of methylmercury poisonings have made it clear that adults, children, and developing fetuses are at risk from ingestion exposure to methylmercury. During these poisoning outbreaks some mothers with no symptoms of nervous system damage gave birth to infants with severe disabilities, it became clear that the developing nervous system of the fetus may be more vulnerable to methylmercury than is the adult nervous system” (Mercury).</p>	<p>A scary fact about methylmercury poisoning is that the mothers show no symptoms and yet give birth to babies with severe disabilities (Mercury).</p>
<p>O’Brien, Tim. <i>The Things They Carried</i>. New York: Broadway Books, 1990.</p>	<p>“She wanted more, she wanted to penetrate deeper into the mystery of herself, and after a time the wanting became needing, which turned into craving” (O’Brien 114).</p>	<p><u>Using the author’s name in the text:</u> In Tim O’Brien’s book <i>The Things They Carried</i>, he compares the way people respond to warfare to drugs (114).</p> <p><u>Paraphrase:</u> Most people would not compare war to pleasure. For many young people in Vietnam, however, their response to war became the place where horror and pleasure met. (O’Brien 114).</p>

## Sample #2

<b>General Topic or Subtopic</b>	<b>Works Cited</b>	<b>Direct Quotation</b>	<b>Paraphrase with Parenthetical Citation</b>
Who is impacted with m-mercury poisoning and how are they impacted?	<i>Mercury: Methylmercury Effects</i> . April 2006. U.S. Environmental Protection Agency. 28 June 2006 < <a href="http://www.epa.gov/mercury/effects.htm">http://www.epa.gov/mercury/effects.htm</a> >.	“For fetuses, infants, and children, the primary health effect of methylmercury is impaired neurological development. Methylmercury exposure in the womb, which can result from a mother's consumption of fish and shellfish that contain methylmercury, can adversely affect a baby's growing brain and nervous system” (Mercury).	When pregnant women eat fish that contains methylmercury, the babies in the womb are exposed to methylmercury which can have a bad impact on the baby's brain (Mercury).
Who is impacted with m-mercury?	Same Works Cited As Above	“Outbreaks of methylmercury poisonings have made it clear that adults, children, and developing fetuses are at risk from ingestion exposure to methylmercury. During these poisoning outbreaks some mothers with no symptoms of nervous system damage gave birth to infants with severe disabilities, it became clear that the developing nervous system of the fetus may be more vulnerable to methylmercury than is the adult nervous system” (Mercury).	A scary fact about methylmercury poisoning is that the mothers show no symptoms and yet give birth to babies with severe disabilities (Mercury).

<b>Works Cited</b>	<b>Direct Quotation</b>	<b>Paraphrase with Parenthetical Citation</b>

<b>General Topic</b>	<b>Works Cited</b>	<b>Direct Quotation</b>	<b>Paraphrase with Parenthetical Citation</b>

## Modified Cornell Notes

### Steps:

1. After you decide that a source is credible and will be helpful, record all of the Works Cited information in the appropriate spot.
2. Write it in the same format you will use for your Works Cited page.
3. Copy the direct quotation in the right hand column (you may copy it word for word or cut it out of a printout and tape or glue it in the appropriate column of the table). Be sure to include the parenthetical citation after the quotation.
4. Paraphrase or summarize the direct quotation (be sure it is in your own words and that you do not copy more than 3 words in a row directly) in the left column. Be sure to include the parenthetical citation after the quotation.
5. When writing your research paper, you may use the direct quotation or paraphrase in your paper but be sure to cite the source in the body of the report and include the source in the Works Cited.
6. ALL phrases that come directly from the source must have quotation marks around them
7. You may copy and use the blank template that follows or you may make your own table.
8. You may list multiple quotations from a source on a single page.

*Sample***Works Cited**

*Mercury: Methylmercury Effects*. April 2006. U.S. Environmental Protection Agency. 28 June 2006 <<http://www.epa.gov/mercury/effects.htm>>.

<b>Main Ideas or Paraphrase or Summarize</b>	<b>Details/Direct Quotations</b>
<p>When pregnant women eat fish that contains methylmercury, the babies in the womb are exposed to methylmercury which can have a bad impact on the baby's brain (Mercury).</p> <p>A scary fact about methylmercury poisoning is that the mothers show no symptoms and yet give birth to babies with severe disabilities (Mercury).</p>	<p>“For fetuses, infants, and children, the primary health effect of methylmercury is impaired neurological development. Methylmercury exposure in the womb, which can result from a mother's consumption of fish and shellfish that contain methylmercury, can adversely affect a baby's growing brain and nervous system” (Mercury).</p> <p>“Outbreaks of methylmercury poisonings have made it clear that adults, children, and developing fetuses are at risk from ingestion exposure to methylmercury. During these poisoning outbreaks some mothers with no symptoms of nervous system damage gave birth to infants with severe disabilities, it became clear that the developing nervous system of the fetus may be more vulnerable to methylmercury than is the adult nervous system” (Mercury).</p>
<p><b>Summary</b></p> <p>Who is impacted with methylmercury poisoning and how are they impacted?</p>	

**Works Cited**

--

<b>Main Ideas or Paraphrase or Summarize</b>	<b>Details/Direct Quotations</b>
<b>Summary</b>	

