

The "All You'll Ever Need to Do a Research Paper" Packet: Notes

Note Cards: You must have _____ total.

Slug



Source #

Notecard #

I. Early Life

1-3

Tom Petty was born on Feb. 2, 1942,
to a poor family.

p. 96

Cards may be any size or color. Use pencil or blue or black ink.

Bibliography (Bib) Cards: You must use _____ sources.

Source number matches the notecard.

1

Smith, Tara. Going Crazy.
New York: Random House
Publishers, 1984.

See references pages for different types of sources.

(Book)

Taking Notes

Direct quotation with quotation marks

· The young couple said, "The price was too high."

Indirect quotation: no quotation marks

· The young couple said that the price was too high.

Common knowledge:

Definition: A fact that is so well known that it can be found in numerous sources and therefore does not need to be cited.

Examples of common knowledge:

- ❖ George Washington was the first president.
- ❖ Plato spent most of his life in Athens.
- ❖ Maine has a lower yearly average temperature than Florida.

Any statement that originates from another source and contains information that is not common knowledge must be cited.

Examples of statements that don't express common knowledge:

- ❖ Civilizations that were aware of geese usually considered them intermediaries between heaven and earth (Toussaint-Samat 352).
- ❖ The Chinese fishing industry produces 800,000 tons of fish annually (Toussaint-Samat 328).
- ❖ The first international coffee syndicate was based in Germany (Toussaint-Samat 590).

Summarizing (indirect quote):

Definition: Condensing an author's ideas to a more succinct statement.

Ways to avoid plagiarism:

- Use a signal or identifying phrase that tells who and what you are quoting. Example: Smith states that....
- Use a quick description of the main points of the passage.
- Use your own words and phrasing. In most cases, avoid using any of the same wording.
- Add an intext (parenthetical) reference at the end of the summary. Example: (Smith 58).
- Include a citation at the end of your paper (Works Cited).

Paraphrasing (indirect quote):

Definition: Putting an author's ideas in your own words

Ways to avoid plagiarism:

- Use a signal or identifying phrase that tells who and what you are quoting. Example: Chesterton asserts....
- Use the same ideas as in the original text.
- Use your own words when phrasing. In most cases, avoid using any of the same wording that the author used unless you put a key term in quotation marks.
- Add an intext (parenthetical) reference at the end of the paraphrase. Example: (Chesterton 298).
- Include a citation at the end of your paper (Works Cited).

Word for word quotation (direct quote):

Definition: Using an author's language word for word (verbatim).

Ways to avoid plagiarism:

- Use quotation marks around the author's words. Example: "Quote the Raven, Nevermore."
- Use a signal or identifying phrase that tells who and what you are quoting. "... the Raven, Nevermore", writes Poe.
- Add an intext (parenthetical) reference at the end of the passage. Example: ("Edgar Allan Poe's Imagery").
- Include a citation at the end of your paper (Works Cited).

