

# 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).

