Academic Note-taking

Version 2

* Use this sheet to record evidence from different sources.
* Note down as much information as you can about the source as you will need it for your in-text referencing, as well as your Reference List or Bibliography.
* Paraphrase or summarise the information – use your own words. Don’t just copy directly from the text.

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| --- |
| Author/s: |
| Year: |
| Title: |
| Journal / Book / Website name and URL: |
| Publisher: |
| Location: |
| If website – the date you viewed the article: |
| **A statement of the main viewpoint**  You could start your statement with:  *\*In this article, Brown examines . . .*  *\*The authors review . . .*  *\*The author’s purpose is to highlight . . .*  *\*The information sheet analyses…* |
| **A summary of the main argument, topic or ideas**  You could start your summary with:  *\*The main ideas stated are . . .*  *\*Examples for this topic are documented by . . .*  *\*Brown has conducted research into . . .*  *\*The author’s argument focuses on . . .* |
| **An evaluation or reflection on the text, connecting it with your assessment**  You could start your comment with:  *\*This article is useful for my research topic . . .*  *\* Because the information is up-to-date and from a reliable source . . .*  *\* It is relevant to my viewpoint because . . .*  *\* In particular, this article will assist . . .* |
| **A comparison to one (or more) other article(s) /source(s) which have information on similar topics/issues**  You could start your comparison with:  *\*The information in this article is similar to Brown (1999) in that . . .*  *\* The information in this article contrasts with the ideas in Brown (1999) because . . .*  *\* The information in this article has different information to that in Brown (1999) on the topic of…..*  *\* This article provides me with new information about the topic of ……* |