

Checklist: Taking Notes

Directions: Use this checklist to guide your activities as you skim a source. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

| Done | Activity |
|--------------------------|--|
| | To quote a source: |
| <input type="checkbox"/> | 1. Identify the author, title, and the page or paragraph where the passage can be found. |
| <input type="checkbox"/> | 2. Avoid unintentional plagiarism by using quotation marks. |
| <input type="checkbox"/> | 3. Use ellipses, brackets, and <i>sic</i> as necessary. |
| <input type="checkbox"/> | 4. Check your note against the original passage to be sure you aren't introducing errors or misrepresenting the source. |
| | To paraphrase a source: |
| <input type="checkbox"/> | 1. Be sure that you understand the passage by reading it and the surrounding text carefully. |
| <input type="checkbox"/> | 2. Restate the passage in your own words. Make sure that you do more than simply change key words. |
| <input type="checkbox"/> | 3. Avoid unintentional plagiarism by comparing the original passage with your paraphrase. Make sure that you've conveyed the meaning of the passage but that the wording and sentence structure differ from those in the original passage. |
| <input type="checkbox"/> | 4. Note the author, title, and the page or paragraph where the passage can be found. |
| | To summarize a source: |
| <input type="checkbox"/> | 1. Be sure that you understand the source by reading it carefully. |
| <input type="checkbox"/> | 2. Summarize main and key points in your own words. Make sure that you do more than string together a series of close paraphrases of key passages. |
| <input type="checkbox"/> | 3. Check for unintentional plagiarism by comparing the original source with your summary. |
| <input type="checkbox"/> | 4. Note the author, title, and, if you are summarizing only part of a source, the page or paragraphs where the information can be found. |
| Notes: | |
| | |