

Note-taking Reminders

1. Write the name of the Source.
 - a. Book title and Author
 - b. Name on top bar/tab of website
2. Use key words to search index, table of contents, or use CTRL-F on a website
3. NO complete sentences in notes!
 - a. Use bullet points
 - b. Use short phrases
 - c. Be careful not to copy whole sentences – or if you do, use quotations marks
4. Finish using each source before moving on
5. Balance between sources – use books and websites equally if possible.