Note Taking and Research
Why, How, and What?
Note Taking & Research

When researching a topic for class project, you usually need to find:

- News Articles
- Books
- Internet pages
- Videos
Note Taking & Research

Taking useful notes from these information sources is important, but ...
Note Taking & Research

... how do you take & organize notes that are truly helpful?

<table>
<thead>
<tr>
<th>Fast Food</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy’s hamburgers</td>
</tr>
<tr>
<td>McDonald’s fries</td>
</tr>
<tr>
<td>Sonic shakes</td>
</tr>
</tbody>
</table>
Note Taking & Research - Why?

Keeping detailed notes from research sources:

- Helps organize ideas
- Gives credit to original authors
- Follows Lone Star College System Academic Integrity Policy
Note Taking & Research - How?

Organize information using:

- Index cards
- Sheets of paper
- Sticky notes
- Electronic files
Note Taking & Research – What?

When using various sources:

- List identifying information for each source on separate cards

(see MLA format for citing sources examples on next 2 slides)
Note Taking & Research – What?

Note Card Example for a Book Source

1 FAST FOOD-PROBLEMS 2 #24
3 Schlosser, Eric.
4 Fast Food Nation: The Dark Side of the All-American Meal
5 Boston: 6 Houghton, 7 2001. 8 Print.

Key to Numbers on Note Card Above:
1 Subject ID 2 Information Source # 3 Author
4 Title 5 Place of Publication 6 Publisher
7 Date of Publication 8 Medium of Publication
Note Taking & Research – What?

Note Card Example for a Article in a Library Database (ProQuest) Source

FAST FOOD-NUTRITION


Key to Numbers on Note Card Above:
1 Subject ID 2 Information Source # 3 Author 4 Article Title 5 Magazine Title 6 Date & Page Numbers 7 Database Name 8 Medium of Publication 9 Date When Article Was Found
Note Taking & Research – How?

Include ideas that support your research question

List in your notes:

summarized, paraphrased, or quoted information

(see: Summarize, Paraphrase, and Quote: When and How? for more details)
Include ideas that support your research question

List in your notes:

1. **Subject ID** for each note
2. **Important words** in bold, capital letters, or highlighting
3. **Number** for each source and letter for each note in that source
Note Taking & Research – How?

Include ideas that support your research question

List in your notes:
(see example on next slide)

4. **Page numbers** where information can be found
5. **Source information** abbreviated or complete (e.g., author, title, etc.)
List in your notes:

FAST FOOD-PROBLEMS
Schlosser, Eric
Fast Food Nation

(paraphrased information) – Fast food restaurant working conditions frequently REQUIRE EMPLOYEES TO FACE ARROGANT CUSTOMERS, upset about the service or their food. – p. 81
Note Taking & Research – How?

Include ideas that support your research question

List in your notes:
(see example on next slide)

Symbols & color coding for:

Your original ideas (OI) – highlighted in yellow
Direct quotations (DQ) – highlighted in pink
Note Taking & Research – How?

List in your notes:
Color code your original ideas (OI) in yellow highlighting

FAST FOOD-PROBLEMS  Note 23 (OI)

(OI) – When eating at fast food places, I go inside to order because I:
1. Believe they give better service there than at the drive through
2. Can see if they’re giving me food that fell on the floor
Note Taking & Research – How?

List in your notes:
Color code direct quotations (DQ) in pink highlighting

FAST FOOD-PROBLEMS Note 24b (DQ)
Schlosser, Eric
Fast Food Nation

(DQ) – “A Taco Bell employee said that food dropped on the floor was often picked up and served.” p. 222
Note Taking & Research: More Tips for Keeping Track

Extra tips for documenting sources:

- Keep all photocopies of sources
- List all Internet sources used in your paper
- Remember to cite audiovisual information such as charts, graphs, photos, and music
Note Taking & Research: Review

• **Why?** - Keep track of information & abide by academic integrity rules

• **How?** – Use note cards or electronic files with unique numbers/letters for source information

• **What?** – Include text, photos, music, Internet pages, etc. that support your research question + source information

