



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
- 🌐 Web Pages
- 📺 Videos

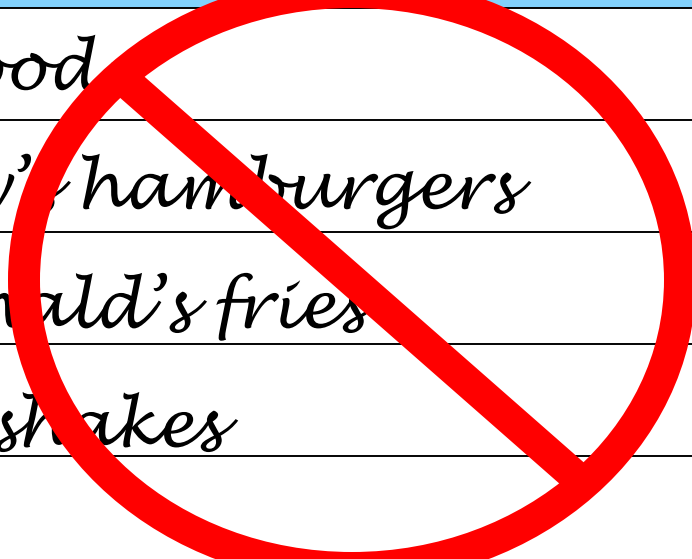
Note Taking & Research

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



Note Taking & Research

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



<i>Fast food</i>
<i>Wendy's hamburgers</i>
<i>McDonald's fries</i>
<i>Sonic shakes</i>

Note Taking & Research - Why?

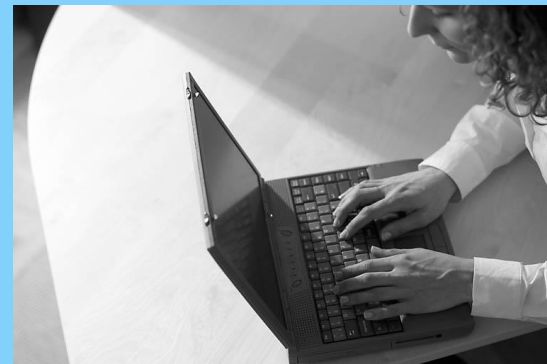
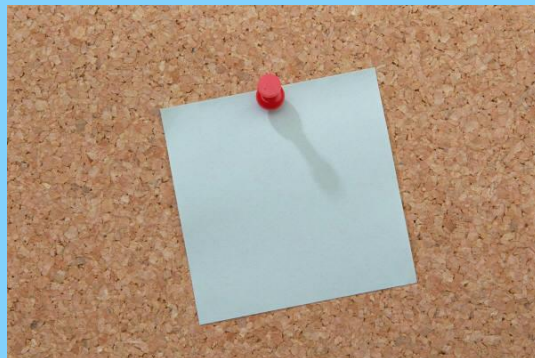
Keeping detailed notes from research sources:

- 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

(see MLA format for citing sources examples on next 2 slides)

Note Taking & Research – What?

Example for a Book Source

- ① FAST FOOD-PROBLEMS
- ② Schlosser, Eric.
- ③ *Fast Food Nation: The Dark Side of the All-American Meal*
- ④ Houghton Mifflin, ⑤ 2001.

Key to Numbers on Example Above:

- ① Topic ② Author ③ Title ④ Publisher
⑤ Publication Date

Note Taking & Research – What?

Note Card Example for a Article in a Library Database Source

① FAST FOOD-NUTRITION
② Boyle, Matthew. ③ "Can You Really Make Fast Food Healthy." ④ *Fortune*, ⑤ 9 Aug. 2004: 134-40. ⑥ *Business Source Complete* . ⑦ <http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,cpid&custid=s1088435&db=bth&AN=13952445&site=bsi-live&scope=site>.

Key to Numbers on Note Card Above:

- ① Topic
- ② Author
- ③ Article Title
- ④ Magazine Title
- ⑤ Date & Page Numbers
- ⑥ Database Name
- ⑦ Permalink URL

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)

Note Taking & Research – How?

Include ideas that support your research question

List in your notes:

1. **Topic** for each note
2. **Important words** in bold, capital letters, or highlighting

Note Taking & Research – How?

Include ideas that support your research question

List in your notes:

(see example on next slide)

- 3. Page numbers** where information can be found
- 4. Source information** abbreviated or complete (e.g., author, title, etc.)

Note Taking & Research – How?

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 (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 maybe 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 (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 photocopies or electronic copies of all sources.
- Remember to cite multimedia information such as charts, graphs, photos, and music.

Note Taking & Research: Review

- **Why?** - Keep track of data & abide by academic integrity rules
- **How?** – Use paper or electronic files to collect information
- **What?** – Include trustworthy text, photos, music, web pages, etc. that support your research question and include source information

Note Taking & Research: Sources

- Lester, James D. and James D. Lester, Jr. *Writing Research Papers: A Complete Guide*. 10th ed., Longman, 2001.
- *MLA Handbook*. 8th ed., Modern Language Association of America, 2016.
- Plotnick, Jerry. "Paraphrase and Summary." U College - U of Toronto, www.uc.utoronto.ca/paraphrase.
- Schlosser, Eric. *Fast Food Nation: The Dark Side of the All-American Meal*. Houghton Mifflin, 2001.