

# Template for Taking Notes on Research Articles: Easy access for later use

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**Complete citation.** Author(s), Date of publication, Title (book or article), publisher, Journal, Volume #, Issue #, pages. How you use this information will vary by journal Style Sheet requirements, class requirements, or thesis advisor/departamental requirements. Put everything down initially so you'll have what you later need. Check key journals in your field for Style requirements; use the Web to access detailed examples of Chicago or APA styles. You can also find examples in a recent edition of a writer's handbook such as Diana Hacker's *The Bedford Handbook*. Always be consistent within a document!

**If electronic source:** URL (may be required by your advisor or professional journal); DOI (digital object identifier) if available or name of database or document number; date retrieved. **PUT QUOTATION MARKS AROUND ANY IMPORTED BLOCK OF TEXT** so that you won't later think it is your wording.

**Key Words** (Be precise, not general):

**Specific subject:**

**Authors' Hypothesis or Claim** (What do they say they are presenting that is new?):

**Method(s):**

**Result(s):**

**Evidence:**

**Summary of key points:** Use quotation marks around any exact wording.

**Context and relationships** (How does this article relate to YOUR work and to other research? Needed for a lit review):

**Important Figures and/or Tables** (brief description; page number):

**Cited References to follow up on** (Cite those obviously related to your topic AND any papers frequently cited by others because those works may well prove to be important as you develop your own work):

**Your evaluative comments on the work:** For example, does the paper clearly identify its contribution to the field? Is the method used an appropriate one? Do the results match the claim? Is the evidence sufficient and convincing? What flaws do you see in the paper? What strengths? How can this paper be helpful to your own research and/or writing?

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