Academic Note-taking

Version 1

* Use this sheet to record evidence from different sources.
* Note down as much information as you can about the source as you will need it for your in-text referencing, as well as your Reference List or Bibliography.
* Paraphrase or summarise the information – use your own words. Don’t just copy directly from the text.

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| Author/s, organisation or editor: |
| Year: |
| Title: |
| Journal / Book / Website name and URL: |
| Publisher: |
| Location: |
| If website – the date you viewed the article: |
| **How did I find this source?**What skills did I use? What knowledge did I use? |
| **What did I find out?**Write down the key information that you found out about your topic from this source. |
| **How will I apply this information?**Are there any connections between other sources that I have found? What other information do I need? |
| **How useful is this source?**Is it relevant? Is it reliable?  |

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