A template for setting out and writing effective notes from a reading

Remember to use a new page for each new reading!

Bibliographic Details	
Notes	**Comments on Information**
Paraphrased notes Summaries of important information Quotations (use quotation marks " ") Always include page or paragraph numbers to help you cite accurately.	How is the information relevant to my purpose? (If it isn't relevant, should I be pursuing it at all?) How does this information relate to my assignment? How/ where will I use it in my assignment? How can it help me answer the question/ task? How does this information relate to other information on the topic? What links can be made to the topic/ other research? Does the author say anything new or of particular interest? Do I have questions? Is there anything that I don't understand that I need to follow up? Is the author saying anything that I disagree with? Why do I disagree? Is the author saying anything that contradicts the findings/ opinions of other authors? What conclusions can I make from the points being made?

- author's surname and initial
- the title of book / article / page
- the title of the journal / website
- publisher / sponsor
- place of publication
- page numbers of article
- website details, including URL etc.

It is a good idea to include the library item number.

Paraphrases (i.e. rewriting somebody else's ideas in your own words) and **summaries** should form the bulk of the information in this section.

When you reproduce information word for word, make sure you put it between quotation marks (" ") or write it in a different colour to remind you that it is somebody else's words copied exactly.

In the comments section, write anything that indicates your response to what you are reading. It is important to record your thoughts about what you read, while you read.

Your comments will usually reflect your purpose for reading. The questions included here are a guide only. You don't have to include a response to every paraphrase or quote but it is important to think about why you are including information and to note down any reasons that seem relevant.

More academic skills resources and tips here: https://student.unsw.edu.au/skills