Using sources

Process

Types of notes
Using sources: process

- Read the entire article or part of book
  - See total picture
  - Note possible material for the paper
- Reread the article or part and take notes
  - Determine type of notes
  - Separate entry for every note.
  - (Purdue OWL)
Using sources: types

- Quotes
- Paraphrases
- Summaries
- (Axelrod and Cooper p.636)
Quotes: Use when

- Wording is memorable
- Words of reliable source would add support
- Highlight author’s opinions (esp. if different or unusual)
- Going to discuss choice of words
- (Axelrod and Cooper p.636)
Quotes: method

- Place quoted material in quotation marks
- Be accurate! Must be exact
- Use ellipsis for left out words . . .
- Use [sic] to show errors
- Use [] for insertions
- Integrate quotes (We need more “government of the people.”)
- (Axelrod and Cooper p.636-639)
Paraphrases

- Should be about the same length as the original
- Must be in the student’s vocabulary and syntax
- (Axelrod and Cooper p.641-643)
Summaries

- Much shorter than original
- Presents only key points
- Must be in the student’s vocabulary and syntax
- (Axelrod and Cooper p.643)
Works Cited
