# Research Notes Template

Use this template when you conduct research from web and paper-based sources. Using this template will help you **understand** the information and its relationship to your assignment, **decide** which information you want to include, **plan** where you want to include it, and help you **avoid plagiarism.** Use a separate form for **each** source and keep the research notes in a file along with the assignment rubric.

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**Source Information:** Record the author, date, title, publication information, retrieval date, URL.

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| Page | Notes | Plan |
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| **Write the page number for each piece of information for which you have made notes.** | **To avoid plagiarism, make point form notes so you can later paraphrase (rewrite in sentences in your own words) the information.**<br><br>**Put quotation marks around the information if you intend to quote the information word for word.** | **Note whether the information is a direct quotation, a paraphrase, a summary, a statistic, or a definition.**<br><br>**Write where you plan to use the information (i.e. the introduction, support for a sub-topic, the conclusion).** |
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