

• **Step 1**

○ **When you find a source, label it in your notes.**

- It is a good idea to record your reference citation at the top of your notes as this will help later when you alphabetize your primary and secondary sources.
- Write down all of the appropriate reference citation information that you can find.

• **Step 2**

○ **Record your notes**

- List all of the relevant facts that you feel will support your research but also include author or source opinions and look for bias.
- Make sure to record arguments and facts that go against your thesis.
- Be careful to include quotations around direct quotes. This will help you from accidentally plagiarizing the work.
- Final Note: Jot down the physical location where you found this source. You might need to go back to it later.

• **Step 3**

○ **Write an Annotated Citation**

- Draft a summary that might be two to four sentences that describes the source and succinctly explains what valuable data can be found in this source. This annotation explains why you used it?
- When you have time, create a correct **MLA citation** for the source. You might do this at the end of your notes. You can edit this citation with a peer to make sure that it is correct before needing to compile your final annotated bibliography. Be sure to use a hanging indent for your citation. Your annotated bibliography will need to be broken up into alphabetized primary and secondary sources.

Practice Notes:

Practice Topic: _____

- Pick a topic, pick a research source.

Source Title: _____

Article: " _____ "

Author(s) / Editor: _____

Web URL: _____

Date: _____ Publisher / Institution: _____

Page(s): _____ City: _____ Database: _____

Type: Primary / Secondary NHD Source: # ____ []

Source Title: _____
 Article: " _____"
 Author(s) / Editor: _____
 Web URL: _____
 Date: _____ Publisher / Institution: _____
 Page(s): _____ City: _____ Database: _____
 Type: Primary / Secondary NHD Source: # ___ []

Notes

Notes, Quotes, Data

Citation:

MLA Citation (hanging indent)

Annotation
 Summary
 here: