Note-Taking List from Books, Magazines, etc.

Notes can be in the form of either quotations or paraphrase, but should be very brief and be followed by pg. # in parens (#5, below)

1. Label your notes at top of page, e.g., “A Worn Path” Notes; or Phoenix’s Obstacles Notes.

2. Keep the notes in a vertical column; do not write one after the other, as in a paragraph.

3. Number each note.

4. Abbreviate each note as much as possible, e.g., use single words and phrases, not clauses and sentences.

5. Following each note, put the page number in parens.

6. Double space between each note.

7. If the notes include more than one topic or subtopic, write each as a subheading and start with #1, again, for each.