**Research Notes**

See **How to Use This Document** instructions on the last page

**Topic/Thesis:**

**1st Source**

**Note Title:**

**Quote**

**Paraphrase**

**Comments**

**Note Title:**

**Quote**

**Paraphrase**

**Comments**

**2nd Source**

**Note Title:**

**Quote**

**Paraphrase**

**Comments**

**Note Title:**

**Quote**

**Paraphrase**

**Comments**

**3rd Source**

**Note Title:**

**Quote**

**Paraphrase**

**Comments**

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**Quote**

**Paraphrase**

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**Before printing, please delete**

* **content from the line above to the end of the document**
* **the textbox on page 1**
* **any empty sections**

**How to Use This Document**

**Notice the Original Content and Format**

The document starts with:

* labels for three sources
* labels for two note sections for each source
* a blue line above each source citation
* an indented gray line between notes for the same source
* hanging-indentation set for the source sections (see markers on ruler)

**Adjust the Content and Format to Meet Your Needs**

Recommendations:

* Immediately save this document to a location where you will be able to retrieve it, giving it a name related to your topic → \_\_\_\_\_\_ Research Notes
* Before you enter your content, *copy and paste* complete blank sections so you will always have another ready to fill in
  + *For another set of source and note(s) sections* – copy from the blue line down to the blank line beneath a Comments section
  + *To add a note section to an existing source* – copy from the gray line down to the blank line beneath a Comments section
* Suggested locations for entering your content
  + Place source citation below Source
  + Place the Note Title following the colon
  + Place Quote, Paraphrase and Comments entries under the label
* Include an in-text parenthetical citation at the end of each quote and paraphrase
  + Remember proper punctuation order at the end of a quote,   
    “------” ( ).
* When pasting a source citation
  + Make sure that you retain *italics* on required elements of the entry (look at the clipboard dropdown menu for format options)
  + If you lose the hanging indent, press Ctrl+T
* If applicable, consult with your teacher regarding which sections are required for your assignment
* Select Insert / Page Number / Top of Page / Plain Number 3, then type your last name