

Note-making from Written Text⁵⁴

(Adapted from UNSW Learning Centre, www.lc.unsw.edu.au)

Good note-making can also help you to keep a record of what you read and help you locate information. There is nothing worse than having to spend time tracking down information that you have previously read and now require for your assignment!

Divide your page into **2 columns**:

The first column should be for your notes based on the reading. This section may include paraphrased information from the original text, (paraphrasing means to rewrite somebody else's ideas in your own words); or direct quotes. Ultimately, most of your note-making should paraphrase or summarise the key ideas of the author(s). Use direct quotes sparingly in assignments and only in situations where they seem to be the most appropriate way of expressing something.

The second column, which is vital in effective note-making, is used for your comments on the text. Your comments are important because this is where you relate what you are reading to the various ideas that you are trying to develop, you acknowledge similarities and differences with other authors, or you identify where your knowledge needs further developing. This is the section that encourages you to think *critically* about your text, to question what the author is saying and to examine the strengths and weaknesses of the author's ideas. It is where you start making links between the various authors that you have read as well as to consider where and how your ideas are positioned in the research, and how they may be validated or questioned.

Template:

Bibliographical Details	
Notes	Comments on Information
Paraphrased notes	How does this information relate to other texts that I have read?
Summaries of important information	What important links can be made to the topic/other research?
Direct quotes	How is the information relevant?
Paraphrases (i.e. rewriting somebody else's ideas in your own words) and summaries should form the bulk of the information in this section.	How does this information relate to my assessment? How/where will I use it?
When using a direct quote, be sure to put it between inverted commas to remind you that it is somebody else's words copied verbatim.	Does the author say anything new or particularly interesting?
	Is there anything that I don't understand that I need to follow up?
	Is the author saying anything I disagree with? Why do I disagree?
	Is the author saying anything that contradicts the findings/opinions of other authors?
	What conclusions can I make from the points being made?

- Author's surname and initial
- The title of book/article
- The title of the journal
- Publisher
- Place of publication
- Page numbers of article
- Internet site details, including web address, etc

In the comments section, you may write anything that indicates your response to the reading. The questions included in the template are a guide only. You don't have to include a response to every paraphrase or quote but it is important to think about why you are including information.

How to write an annotated bibliography

Adapted from www.lc.unsw.edu.au

What is an Annotated Bibliography?

An annotated bibliography provides a brief account of the available research on a given topic. It is a list of research sources that includes concise descriptions and evaluations of each source. The annotation usually contains a brief summary of content and a short analysis or evaluation.

Purpose of an Annotated Bibliography

An annotated bibliography may serve to:

- demonstrate the quality and depth of reading that you have done
- explore and organise sources for further research
- Identify the key texts in an area of study

What does an annotated bibliography look like?

An annotated bibliography starts with the bibliographic details of a source (the citation) followed by a brief annotation. As with a normal reference list or bibliography, an annotated bibliography is usually arranged alphabetically according to the author's last name. An annotated bibliography summary should be about 100-150 words per citation.

Format for bibliographical details

Books:

Anderson, B., *Harvesting Dew in Winter*, Riverton Press, London, 2011

Articles:

Cooper, M., 'How to raise llamas in your home', *Journal of Extreme Pets*, Vol. 112, no. 4 (September 2009), pp. 96-102.

Websites:

Smith, N., 'Extreme Sweeping', in *The Adrenaline Organisation*, viewed on 21 January 2013, <www.extremesweeping.org>

Contents of an Annotated Bibliography

Your annotations should contain all of the following elements:

- full bibliographic details
- the content or scope of the text
- the main argument of the text
- conclusions made by the author(s)
- the reliability of the text
- special features of the text that were unique or helpful (charts, graphs etc.)
- a discussion of the relevance or usefulness of the text for your research

Annotations should be concise, written in a formal tone and must not exceed one paragraph.

Sample Annotation

Cooper, M., 'How to raise llamas in your home', *Journal of Extreme Pets*, Vol. 112, no. 4 (September 2009), pp. 96-102.

In this article Cooper provides insight into the rewards that come with keeping llamas as pets. The author is a trained veterinarian and renowned extreme pet owner, and his article is based on first-hand experience breeding llamas in his backyard. Therefore, this article is highly reliable for anyone interested in this topic. Cooper gives advice on food, housing and exercise requirements of these animals and the diagrams are very useful for anyone who wants to build their own llama enclosures. This article is particularly useful to my project, as I am exploring safe ways to have unconventional animals as pets. Cooper's key argument that llamas are loving pets that are easily looked after with a little common sense, perfectly aligns with the findings of a survey I have undertaken. Perhaps, the only limitation of this article is its coverage of only one species, as my research project is broader than llamas. (150 words)