

**Reference details:** Author's surname and initial, year of publication, book/article title, journal title, publisher, place of publication, page numbers of article, internet site details

Page number	Notes	Comments
<ul style="list-style-type: none"> <li>• Ensure you write down the page number – especially for direct quotes</li> </ul>	<ul style="list-style-type: none"> <li>• Paraphrased notes: involves rewriting somebody else's ideas in your own words. You do this by first understanding the writer's idea/s and then writing it in your own words without looking at the source</li> <li>• Summarised information: involves writing an overview of the main idea/s</li> <li>• Direct quotes: are enclosed in quotation marks (".....") to ensure that you remember these are someone else's words</li> </ul>	<p>Your responses or thoughts on what you have read. Consider questions such as:</p> <ul style="list-style-type: none"> <li>• How does this information relate to other texts?</li> <li>• What are the important links?</li> <li>• How is this text relevant?</li> <li>• Do I agree or disagree with what I have read? Why? Why not?</li> <li>• Is there anything new or different being discussed here?</li> <li>• What conclusions can be drawn from this text?</li> </ul>