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| **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** |
| * Ensure you write down the page number – especially for direct quotes
 | * 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* Summarised information:

involves writing an overview of the main idea/s* Direct quotes:

are enclosed in quotation marks ("......") to ensure that you remember these are someone else’s words | Your responses or thoughts on what you have read. Consider questions such as:* How does this information relate to other texts?
* What are the important links?
* How is this text relevant?
* Do I agree or disagree with what I have read? Why? Why not?
* Is there anything new or different being discussed here?
* What conclusions can be drawn from this text?
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