

Research Binder Assignment

Creating Research Notes

Step	Stage	Activity
1	Starting the record	Record the item using APA style (or equivalent) <ul style="list-style-type: none"> • 1 line, offset from the rest for easy retrieval
2	Gaining a first impression	For the first reading, do a quick scanning read of the research and record an initial, first impression of what the author studied and why <ul style="list-style-type: none"> • 1 sentence
3	Joining the conversation	Next, record any thoughts that are in response to the reading. What surprised you? What do you think of the methodology? What do you disagree with? What do you agree with? <ul style="list-style-type: none"> • 1-3 sentences
4	Unpacking the author's message	Re-read the document again and this time use a highlighter to identify the thesis, and any themes or phrases to use as a direct quotation in the research assignment <ul style="list-style-type: none"> • 1 sentence for thesis
5	Directly quoting phrases	Type these direct quotation for reference latter, making sure to type it exactly and to record the page numbers for in-text citing when writing the essay <ul style="list-style-type: none"> • 1-5 direct quotations
6	Quoting data	Check the source to see if there is any data relevant to the research assignment, such as statistics, and record this information along with any labelling the authors used (e.g. name of table) and the page number. <ul style="list-style-type: none"> • 0-2 data sets
7	Summarizing for indirect quotations	Next, try to find any general ideas that the author(s) has presented that was not directly said in a short enough phrase to directly quote and record this in the notes. <ul style="list-style-type: none"> • 1-2 sentences
8	Continuing the dialogue	Check to see what other authors the article's article cites frequently and refer to the Reference list to see if that source is worth retrieving. <ul style="list-style-type: none"> • 0-3 citations of sources to look for
9	Wrapping-up	Finally, record why this is an important source for <i>you</i> to use in <i>your</i> research assignment. <ul style="list-style-type: none"> • 1 sentence
BONUS 10	Following the conversation	Do a quick search in the databases or Google Scholar to see if anyone else has cited this source and if anything from these new sources should be included in the research. <ul style="list-style-type: none"> • 0-2 sentences
Minimum 6 sentences per source		

