



## DALLAS BAPTIST UNIVERSITY

### Taking Notes

#### Tips on note-taking

- Use note cards because they are easy to rearrange. It is a good idea to keep a set of cards with bibliography information, too; these can be another size or color.
- Use ink because pencil might blur as the cards are shifted around.
- Write one type of information from one source on each note card. If there is more than one type of information from the same source, use a different note card for that information.
- On the note card, write the name of the author of that source and the page numbers where the information was found.
- Use titles or labels on the note cards by listing the major and minor ideas from the preliminary outlines. This will help in grouping note cards from different sources based on the type of information they contain.
- Advanced writers can try using a different color of ink to write down any personal thoughts that occur while working with source material. For instance, if notes are written in blue, personal thoughts could be written on the same card in black. Others prefer writing personal thoughts on a separate card and stapling it to the back of the associated note card.
- Be sure to use quotation marks when recording direct quotes. When constructing the paper, it will be helpful to know which words belong to other sources and which are paraphrased.