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Template for Taking Notes on Research Articles: Easy access for later use

Whenever you read an article, pertinent book chapter, or research on the web, use the following format (or something similar—LaTex or Endnote, for example) to make an electronic record of your notes for later easy access. You may think you'll remember everything you read in researching class assignments, professional papers, proposals, or your thesis, but details will slip away. The time spent filling out the form will help you understand the reading and will save you hours of rereading when you write a Background, Related Work, or a Literature Review section. Put quotation marks around any exact wording you write down so that you can avoid accidental plagiarism when you later cite the article.

Complete citation. Author(s), Date of publication, Title (book or article), Journal, Volume #, Issue #, pages:

If web access: url; date accessed

Key Words:

General subject:

Specific subject:

Authors' **Hypothesis or Claim:**

Methodology:

Result(s):

<u>Evidence</u>:

<u>Summary of key points</u>:

<u>Context</u> (how this article relates to other work in the field; how it ties in with key issues and findings by others, including yourself):

<u>Significance</u> (to the field; in relation to your own work):

<u>Important Figures and/or Tables</u> (brief description; page number):

<u>Cited References to follow up on</u> (cite those obviously related to your topic AND any papers frequently cited by others because those works may well prove to be essential as you develop your own work):

Your comments on the work:

How this reading relates to others you have read:

Janice L. Hewitt, Ph.D., The Cain Project, Rice University, 2007   jhewitt@rice.edu