Note-taking Template for Research Projects

When taking notes for your own research project like a thesis or a term paper, it is important to record a source's full bibliographical citation as well as to take note of its key content, *and* to leave space to reflect on what you have read and understood. This handout provides a template for these good note-taking practices. We recommend trying it out once or twice and then adopting it to your own needs.

Full bibliographical citation	*Journal article: Author(s), title and subtitle, title of journal, volume and issue number, date, page numbers of article, URL or DOI* *Book: Author(s), [chapter title,] book title and subtitle, place of publication, date [page numbers of chapter]*
Research question and/or research objectives	
Key findings, conclusions, and/or central argument	
Evidence (data) type and source	
Methodology or theoretical framework	
Notes: observations, critique, objections, questions	*How does this source help me answer my research question?* *What objections or critiques do I have of the source's arguments?* *What do I find convincing?* *What questions do I still have about the source's ideas, evidence, or methodology?*
Important quotations + page numbers	
How will I use this source?	*For background information or context? For evidence? For supporting arguments or counterarguments? For theoretical grounding or to borrow a method?*
Key sources	*Which references are central to the author's arguments?* *Are there any sources I find promising that I should take note of and follow up on later?*