**AP English Research Paper**

**A Note on Notes**

**NOTES**

Take AT LEAST 40 meaningful, individual notes. At least one note from each source. A note consists of exact words, paraphrase, or summary from/of a particular portion of a source document. Many notes may be taken from a single source.

Notes MAY be taken in the following formats/methods:

• INDEX CARDS. Each source is given a number or letter code which is written on each note card from that source and on the bibliographical information for that source. (All notes and the bib information from source C are labeled “C.”) Each card includes a single note. Write a heading atop each card identifying the note’s topic. Spiral-bound index cards help keep the cards together.

• HANDWRITTEN OR TYPED NOTES. Put the bib information at the top of the first page for each source. Use a number or letter code to identify the source of additional pages of notes. Use bulleting or line-skipping to clearly separate different notes—make them easily readable. Identify the topic of each note in a heading or in the margin; a series of notes on the same topic may come under a single heading.

* **For either of the above, clearly differentiate between quotations and paraphrased/summarized notes. Put authors’ exact words in quotation marks; write “par” or “sum” after paraphrased or summarized notes. When you write the paper, you want to use or not use quotation marks appropriately.**

• ANNOTATED PRINTOUTS OR PHOTOCOPIES. Put the bib information at the top of the first page of each source. Highlight or underline portions of the text. For each highlighted portion, write a marginal note identifying the topic of the note. (Simply highlighting an area will not constitute having taken a note.)

Whatever the format,

• you must include the exact page number(s) for every note you take. Why? Because you’ll be putting the page numbers in your parenthetic references; if you don’t have them in your notes, you’ll have to go back and get them. If a note comes from text spanning a page break, mark where that page break falls.

* exception for web-based sources: Most web sources don’t have firm page numbers, so you won’t record page numbers for those notes.
* exception to the exception: If the web page marks the source by paragraph number or breaks it up by screens (as when you click “2” to go to page 2), then you will use “par.” or “screen” and the number (for ex: par. 3, or screen 2).

• you may want to add your comments to the notes; if you do this on index cards or on handwritten or typed notes, clearly differentiate the actual note from your comments, perhaps by putting square brackets [ ] around your comments.

**USE OF SOURCES IN YOUR PAPER**

1. Quotations, summaries, and/or paraphrases must be used from a MINIMUM of 6 different sources.

2. Include correctly formatted MLA-style parenthetic references and works cited list.

There is no minimum or suggested number of total citations (times you use sources). That will vary paper to paper. But to give you some guidelines,

- several citations per page would be normal (**at least one per body parargraph**)

- using your critical sources just once per source would be insufficient

- don’t lean wholly on one of your sources (say, one source used 15 times and the others once each)

**Two Warnings:**

1) UNICORNS, FREE LUNCHES, AND LATE PAPERS: They don't exist. You have ample time to complete this project. If you are absent on the due date, get someone to bring it in; not being in school does not excuse you from the deadline. (In the case of something disastrous, I would work with you...maybe.) I reserve the right to deny an extension to anyone. I will not be sympathetic to computer problems; save often and keep a back-up. Also on this note, print your paper on your own before it’s due; having it on a flashdrive on the due date is not the same as having a paper.

2) PLAGIARISM: Sources for all borrowed ideas must be given credit, whether you are quoting, paraphrasing or summarizing. Otherwise it’s plagiarism. A paper that plagiarizes would receive a zero. Plagiarizing on this assignment would be a massive mistake as a zero on this assignment would likely mean failing the second nine weeks. If you have any questions about whether or how you should give credit to something, check with me before the paper is due.