An At-A-Glance Guide to **Secondary Source Notes**

To help process and catalog the information we’ll be gathering about our primary sources for our research papers, we’ll use **Secondary Source Notes**. To do this, see the guide below. For your term paper, you’ll need **at least** five sources. **You must submit three Secondary Source Notes to turnitin.com over the course of your research.**

**Section I: (Source Notes)** In this, the largest section of your notes, you will copy down notes made from your reading of the secondary source. Interesting claims, profound analyses, and otherwise valuable material should be copied down here, highlighted by carefully transcribed specific references complete with parenthetical citations and your associations/ reactions. **You must make at least 3(three) analytical notations.**

**Section II: (Tags/Bullets/ Questions)** Next, in the top left section of your notes, you will create questions based off your notes. Also acceptable are bulleted ideas or tags, identifying some of the main ideas of the secondary source in simple one or two word phrases (like a [#] hash tag).

**Section III: (Summary)** In the bottom right section of your notes, provide a brief summative statement (2-3 sentences). This section will assist in the breakdown of potential sub-topics. **What is the main idea/ thesis statement of the secondary source?**

**Section IV: (Citation Information)** Here, you will provide the information needed in your works cited page of your research paper. At the very least, record the first and last name of the source’s author, as well as the titles of the article/ secondary source, and the collection/ database from which you found the secondary source.

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| **Section II.**  Tags/ Hits  Questions, Notes, Hashtags, Bullets | **Section I.**  In this section, copy down some of the secondary source’s more important points.  When something important/ useful is found, use quotation marks to copy down a specific reference. |
| **Section VI**.  MLA Citation | **Section III**.  Use this section to generally sum up the source in 2-3 sentences. |

**Name:**  **Date**:

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***You must submit three (3) Secondary Source Notes to turnitin.com over the course of your research.***

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| II. Tags/ Hashtags /  Keywords/ Bullets:  (Use this area to categorize your notes) e.g. for *A Streetcar Named Desire: #characterization of Blanche, #symbolism of bathing,*  *#the role of the past* etc. | I. Cut and paste at least three direct quotations from the secondary source you are reading. e.g. for *A Streetcar Named Desire:*  *“Throughout the play, Blanche frequently takes long hot baths in the sweltering heat of a New Orleans summer. This symbolic act of baptism absolves her of her past sins and cleanses her body in preparation for her husband-to-be. She repeatedly purifies her body in water, and in her mind, by each ritual bathing, she creates more distance from the sullied strangers she encountered at the Flamingo Hotel in Laurel.”* |
| IV. Citation Info: Author, Collection, Database, Title…:  e.g. for *A Streetcar Named Desire:*  *Smith-Howard, Alycia, and Greta Heintzelman. "A Streetcar Named Desire." Bloom's Literature. Facts On File, Inc. Web. 4 Mar. 2014* | III. Summarize your secondary source (At least 2-3 sentences):  e.g. for *A Streetcar Named Desire: This source mainly addresses how all of the characters in the play have been damaged by life to some degree. This is one of the things that makes the play tragic – although Blanche tries to escape her harsh past, she enters an even harsher present when she comes to New Orleans.* |