



Learn to Love History

How to Take Notes

Tips for History Students

SOURCE: learntolovehistory.org

CREATE A SEPARATE FILE

Label Files Correctly

Keeping your notes in a separate document from your draft will help you remember what information is taken from a source and what is your own original writing. Maintaining separate writing and notes files will also help prevent plagiarism.

USE HEADINGS & SUBHEADINGS

Start each note with a heading

As you record notes from a source, add headings that give a brief description about the information and how it ties to your thesis.

DON'T MISQUOTE SOURCES

Take detailed and accurate notes

If you are still trying to figure out the intended meaning behind an author's writing, do not paraphrase. Using direct quotations allows you to record the information for further analysis.

INCORPORATE TECHNOLOGY

Try different programs for taking notes

There are several apps that make it easier to record notes. From recording audio to voice typing, you can update your note taking skills with the use of new apps and programs.

CITE YOUR SOURCES

Always record source information

Whether you use Chicago Style, MLA, APA or something else, record all information needed to cite your sources accurately.