

When To Use Notes

Write the **body paragraphs**. Body paragraphs should each have a unique topic. The first sentence of the paragraph should make clear what this topic is. The paragraph should then provide information from your note cards and explain it. **Any quotations, statistics, facts that aren't widely known or any original ideas coming from a source must be noted as explained in your packet (author's last name page number) regardless of whose words are used to explain them. There's no comma in a parenthetical note.** Quotes should be discussed fully and not just tossed in for effect. Each body paragraph should end with a sentence that summarizes the point of the paragraph and ties this point back to the overall point of the paper.

While notes can occur in the introduction or conclusion, most notes occur in the body paragraphs.

Places where you need notes:

1. **Following all quotations.** The body of your paper should include at least two or three quotations per page. This should be easy to do if you listened and put quotes on your note cards. If you didn't listen, you will have to go back to the texts and find quotes now.

Format: "blah blah" (Gold 110).

2. **Following any facts that aren't widely known or are in dispute.** If you have a string of facts within the same paragraph from the same source, you just need a note after the last one. Even if the next paragraph is still using the same source, you need a citation (note) in every paragraph that uses it. For example, if you are saying the Jesus lived in the Galilee or was crucified, you don't have to cite it as that is widely known, but you would have to cite any opinions about Jesus or facts that aren't generally agreed to. You would cite a source for the disputed ideas that he may have been married, that he historically believed he was the son of God or that he didn't or that he was likely born in 4-6 B.C. and not 1 B.C.

Format: blah blah (Silver 302).

3. **Following any paraphrase of material from your source that isn't widely known.** This can be a myth or story as well as a complex fact. The same rules apply with regard to paragraphs and format as in 2.
4. **When you use someone else's idea no matter how much you have changed the words.** Stealing an idea is really bad form in academia, and if it's wrong or someone disagrees, it helps you to attribute it to someone else.
5. **When you provide statistics, measurements or other numerical information including dates that aren't known by everyone.** Really, who is going to trust your number skills unless you're citing a source?

Format: Cary's nose was ten feet long (Duarte 3).