When you are researching ensure that you are making notes relevant to the inquiry questions you have developed from your essay topic.

Review relevant information on....

MLMC Online Resources - Libguides
which are linked to your topic.

http://libguides.mlmc.lilydale.catholic.edu.au/Libraryhome

WHEN COMPILING YOUR NOTES

- Add the inquiry question you have developed from your essay topic to the top of your page.
- Read information carefully – skim and scan looking for keywords
- Note the main point/s.
- Note important facts that support or give evidence to the main idea/s
- Translate what you read into your own words
- Begin each line with a bullet or dash
- Use a new line for each new idea
- Take notes in point form - not complete sentences
- Do not duplicate information
- Do not copy down something you do not understand
- Use quotation marks to enclose direct quotes when providing evidence to support your information (no more than 30 words in a quote)
- Write down full reference details for each source at the end of your information

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