



TIPS ON NOTE-TAKING FOR CITING REFERENCES



When making notes from your various sources, **be sure to record the following details:** -

Books

- ✎ Author(s) – in the order they appear on the title page
- ✎ Editor(s) (if applicable) - in the order they appear on the title page
- ✎ Full title (including sub-title)
- ✎ Series (if applicable)
- ✎ City of Publication (use the first one, if there are several)
- ✎ Publisher
- ✎ Year of Publication (use the most recent, if there are several dates)
- ✎ Page numbers from which you taken ideas and quotations.

Websites

- ✎ Author (if applicable)
- ✎ Title of website
- ✎ Company/Organization responsible for content
- ✎ Date website was last updated
- ✎ Date you accessed the website
- ✎ Web Address/URL (shorten where possible)

Newspaper, Magazine, Journal Articles

- ✎ Author(s) - in the order they appear
- ✎ Title of article
- ✎ Name of periodical (journal, newspaper, magazine)
- ✎ Volume number (if applicable)
- ✎ Issue number (if applicable)
- ✎ Date of publication
- ✎ Page numbers

Newspaper, Magazine, Journal Articles (on the Internet)

- ✎ Author(s) - in the order they appear
- ✎ Title of article
- ✎ Name of periodical (journal, newspaper, magazine)
- ✎ Volume number (if applicable)
- ✎ Issue number (if applicable)
- ✎ Date of publication
- ✎ Page numbers (if applicable)
- ✎ Database (if applicable)
- ✎ Web address/URL (shorten where possible)
- ✎ Date you accessed the article