



Research Tips



Taking Notes

Summarizing Strategy to Help Avoid Plagiarism

1. **Read** - read the article/selection; try to pay attention to the main points of the article
2. **Cover** - cover the book or minimize the computer screen; this will keep you from looking back and will encourage you to write in your own words
3. **Write** - write notes about anything you remember from the reading; your writing can be words or phrases - it does not need to be in complete sentences - these are your notes
4. **Check** - go back to the reading and check to make sure your notes are correct; also you can add anything important that you missed

Citing Your Sources

- Any information that you take from a source **MUST** be cited.
- Creating citations tells your teacher where you got your information.
- Each **new source** requires a **new citation**.
- **In NoodleTools:** Remember to create a **citation FIRST**, so that you don't forget where you got your information. **THEN**, you can create a **notecard**.

WHAT IS PLAGIARISM?

According to the Merriam-Webster online dictionary, to "**plagiarize**" means:

- to steal and pass off the ideas or words of another as your own;
- to use another person's work without giving credit to the source;
- to present as new and original an idea or product that came from an existing source.



HOW DO I AVOID PLAGIARISM?

- Remember to **cite all the sources** you used for your research.
- **Summarize** your research information. What does that mean? **Put the information in your own words!**