

Revised Template for Note-taking at the Graduate Level

1. **Author**: Name, Disciplinary perspective, position(s) held. Consider how these affect the method(s) used in research.

2. **Title, date, publisher**: What does the title say about the work? Notice the date of publication. Consider the ideological nature of the publisher; if the work is in a series or a journal, at least look at the authors, titles, dates of the other works published in the same series/journal. What patterns are there?

3. **Thesis and argument of the work**: Be able to state the thesis in one sentence, preferably. Not all works have a thesis. Be able to determine if the work is descriptive or analytical. If you find yourself saying, "this work is about..." note that you are heading down a descriptive path. Does this path accurately reflect the goal of the author?

4. **Method and sources**: What is the author's scholarly method of analysis and on what kinds of sources does s/he base conclusions? Analyze the sources. What is the inherent nature of these sources that may lead to conclusions that need to be modified?

5. **Examples**: Be able to remember one or two examples used by the author to prove his/her argument.

6. **Contribution**: Where do you place this work in the scope of scholarship? Every piece of scholarship makes a contribution. What is the contribution of this piece?

7. **Critique**: Assess both the successful and negative aspects of the work.