1. Start here - In this box, you’ll write down the title of the source and its bibliographic information.

2. Detailed points - As you read through your source, take your notes in this column. Write down bullet points of key information, quotes, and any questions about the material you may have. Also write down page numbers so that you can go back to the original source for reference if you need to.

3. Major ideas or “cues” - Next, write down your own section headers and key ideas for the information on the right.

4. Summary - Here, you’ll write a summary of the most important information.