



## Reading & Note-Taking Guide for Academic Articles

<b>Article Title:</b>	
<b>Article Author:</b>	
<b>Citation Information:</b>	
STEP 1: Read the abstract or introduction. WRITE DOWN the questions you think the article should answer.	
STEP 2: Read the conclusion. Based on the conclusion WRITE DOWN what you think will be important in this document.	
STEP 3: Print out the article. Mark “stopping points.” These are places where you will pause and summarize the article in your notes.	
STEP 4: Print out the article and read it slowly. Read with a pen in your hand. Write all over the article. Note: <ul style="list-style-type: none"> <li>• Questions for the author that occur to you while you’re reading.</li> <li>• Connections you notice between this and other things you have read. (For example, “Smith and Gilligan’s article argued a very similar point.”)</li> <li>• Places where you don’t understand, and why.</li> <li>• Places where you disagree with something the author is saying, and why you disagree.</li> </ul> Pause at your stopping points to fill out the ...	
<b>STEP 5: Stopping Point Summaries</b>	
Write a short summary of this section of the article. This is also the place to include the most important notes you wrote on the article while you were reading.	
Stopping Point 1	Summary:  Notes:
Stopping Point 2	Summary:  Notes:
Stopping Point 3	Summary:  Notes:

Stopping Point 4	<p>Summary:</p> <p>Notes:</p>
Stopping Point 5	<p>Summary:</p> <p>Notes:</p>
<b>Step 6: Review &amp; Analysis</b>	
Brief Summary of Article	Limit yourself to 5 - 7 sentences.
Important / Best Quotes	Which quotes from this article could you envision using in your paper?
Final Thoughts	<p>What questions do you still have for the author? What questions you raised at the beginning of your reading still remain unanswered for you? Overall, do you agree with the author's conclusions? Why or why not? What areas for further study does this article suggest? What role could this article play in your paper?</p>