

Taking notes from books and journal articles

Templates such as the one illustrated below can be used to record information for your reference list or bibliography. The following examples are based on the 2014 Edge Hill University Harvard Referencing guide. Check with your tutor or in your module handbook if you are unsure about which referencing style your course uses.

Taking notes from a book, you should record:		
Author(s) or Editor(s) Surname		Initials
Year of publication		
Title of book		
Place of publication		
Publisher		
Example: TERRELL, S.R., 2016. <i>Writing a proposal for your dissertation: guidelines and examples</i> . New York. The Guilford Press.		
Taking notes from an edited book (a collection of chapters by different authors) In addition to noting all of the above information, you will also need to make a note of the following details.		
Chapter author(s)		
Title of the chapter		
Page reference (use p. if a single page and pp. if the chapter is more than one page)		
Example: KING, D., 2016. Oxygen Therapy. In: A.M PRICE, S.A SMITH and A. CHALLINER, eds. <i>Ward-Based Critical Care: A Guide for Health Professionals</i> . 2 nd ed. Cumbria. M&K Publishing. pp. 87-94.		
Taking notes from a journal article		
Author(s) Surname		Initials
Year of publication		
Title of article		
Title of journal		
Volume number	Issue	Page numbers
Example: WILSON, D and SMITH, JACOUI, RN., 2015. Supporting children and families through key transition stages. <i>Community Practitioner</i> , 88 (12), pp. 22-23. Available from: http://edgehill.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ccm&AN=111186069&site=ehost-live&scope=site [Accessed 1 September 2016]		
Further help can be found in the 2014 Harvard Referencing Guide		