Taking notes from books and journal articles

Use this **template** to help you to record the kind of information needed for your reference list or bibliography. The following examples are based on the Edge Hill University Harvard Referencing guide, however referencing styles vary across the university and you should check your module handbook for guidance.

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: Atrill, P. & McLaney, E. (2013) *Financial accounting for decision makers*. 7th ed. Harlow: Pearson	
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 authors(s) of the chapter (surname followed by initials). Don't forget, these are the names that will appear in the left hand column of your reference list/bibliography. See example bibliography in the EHU Harvard Referencing guide: http://bit.ly/12UIHp2	
Chapter author(s)	
Title of the chapter	
Page reference (use p. if a single page and pp. if the chapter includes more than one page)	
Example: Willats, J. (2010) 'The Draughtsman's Contract: how an artist creates an image' In: Collins, J. & Nisbet, A. (eds.) *Theatre and Performance Design: a reader in Scenography*. Abingdon: Routledge. pp. 21-32.	
Taking notes from a journal article	
Author(s)	
Surname	Initials
Year of publication	
Title of article	
Title of journal	

Volume number	Issue (may be number, month or season)	Page numbers

Example: Geist, E. (2010) 'The Anti-Anxiety Curriculum: Combating Math Anxiety in the Classroom' *Journal of Instructional Psychology*. 37 (1) pp. 24-32.		

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Taking notes from the text: Remember to record page numbers if you're noting direct quotations (word for word). Making your own notes (paraphrasing) is better because if shows that you understand what you're reading and can translate it into your own words.	
page	Notes