**Template for Notes on a Reading**

NOTE: Do not delete the section headings. Or, if you do, replace them with headings that tell me what I am reading.

Jane Q. Student

student@qmail.cuny.edu

October 18, 2023

1. Give the proper citation for the reading on which you are taking notes. Please use Chicago style (the author-date method). Give the citation you would put into a reference list, not the parenthetical citation you might include in the text of an essay.
2. In 1-2 bullet points, summarize the author’s main argument.
3. In 3-5 bullet points, summarize the findings and/or logic that support the argument.
4. In 1-2 bullet points, describe the academic/intellectual credentials of the reading. Was it in a peer-reviewed journal? Was it a chapter in a peer-reviewed (academic) book? Is the author someone who has expertise on the topic? Do not be afraid to Google the author if you are uncertain.
5. In 1-2 bullet points, describe any shortcomings or biases you notice in the reading.
6. In 2-3 bullet points, evaluate how the reading might help you write our next paper. [NOTE: This may not apply if there is not another paper to write.]