



Note-taking template for course materials

Use this framework as a guide to organise your notes from readings for your course.

Referencing details

Record all of the relevant referencing details for each source you read.

Author's name	Date published	Title of article/chapter	
Editor's name	Title of Book or Journal		
Publisher		Place of publication	
Volume number	Pages	Edition	Library call number/ reference no. (if needed in the future)
URL			
Date accessed			

Main arguments / ideas of the reading

Summarise the content and include any critical analysis of the ideas/arguments presented.

Key words	
Summary of topic/ideas/arguments	
Strengths and weaknesses of argument(s) presented	



Research methods used by the author (if applicable)	
Links with other readings: <ul style="list-style-type: none">• similarities• differences	
Important quotes (include page numbers)	

Personal reflections on the reading

Record your personal reflections and thoughts about any of the ideas you have or questions raised.

Do you agree or disagree with ideas and why?	
How do the ideas relate to your life experiences or practical knowledge?	
What questions do the arguments/ideas raise for you?	



Useful links *(all open in a new window)*

There may be resources that have been created with your lecturers, addressing assignment tasks and topics specific to your courses. Follow the links below to find out:

[Business](#)

[Education, Arts and
Social Sciences](#)

[Health Sciences](#)

[IT, Engineering and the
Environment](#)