1.) But every field has its body of secondary sources, sometimes called it *literature,* that document the fields conversation. And researchers in all fields engage these sources in similar ways.

2.) you need the bibliographic information for your sources not only so that you can recall what you have read, but also so that you can credit your sources when you write. in your own notes, you can record bibliographic data in whatever format you like- so long as your records are complete; when you cite sources in your writing you should follow the citation style of your field.

3.) experienced researchers don't read passively; they engage their sources actively, entering into conversation with them. if you can, lead important sources twice. First, read generously. pay attention to what sparks your interest.

4.) once you have a research problem, use it to guide your search for evidence, models, and arguments to respond to. but if you don't yet have one, you won't know which data, models, or arguments might be relevant. so read sources not randomly but deliberately to find a problem.

5.) once you find a source that you think you can use, you must read it purposefully and carefully. But that will do you little good if you can't locate it again or remember it well enough to use. So again, before you do anything else, record the sources full bibliographic information.

6.) compared to computer files, paper notes can be cumbersome to store, backup, index, and access, and they are susceptible to transcription errors: when hand copying quotations it is surprisingly easy to alter their wording, even when you think you are being careful.

7.) you can't record everything, but you have to record enough to ensure that you accurately captured the source's meaning. As you use material from your sources, record not just what they say but how they use the information.

8.) it is risky to attach yourself to what any one researcher says about an issue. It is not "research" when you uncritically summarize another's work.

9.) in annotating, you document the active reading practices discussed in this chapter. you can use annotations to identify a sources claims and keywords or "argue" with a source by questioning (or extending) it's reasons, evidence, and warrants. as your project develops, you can return to an annotated text to see what you were thinking earlier.

10.) for a research project, an annotated bibliography offers a birds-eye view of a range of sources and the roles they might play in your paper. often the assembling of an annotated bibliography is a distinct stage in a research process, one that all allows you to reflect on the sources you have collected.