



Referencing and notemaking templates

January 1

2012

Templates to record all the important reference details for books, journal articles and internet sources.

Use and
photocopy to
help with your
assignments

Use these templates to record all the important reference details for books, journal articles and internet sources that you use for your studies.

Use the lower section of the template to record notes from your reading and research.

Referencing and notemaking templates

Book:

Author(s)	
Year of publication (and edition)	
Book title	
Publisher and place of publication	

Keywords and/or sources of information	
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Themes and Key concepts	Notes/Quotes/Content/Page number	Comments/cross- referencing/Questions to be clarified/Terminology

Book Chapter:

Author of article	
Title of chapter	
Editor(s) of book	
Year of publication (and edition)	
Book title	
Publisher and place of publication	

Keywords	
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Themes and Key concepts	Notes/Quotes/Content/Page number	Comments/cross- referencing/Questions to be clarified/Terminology

Journal article:

Author(s) of article			
Year of publication (and edition)			
Article title			
Journal title			
Volume number		Issue number	
Page numbers			
URL (if online)			
Database name and date retrieved			

Keywords	
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Themes and Key concepts	Notes/Quotes/Content/Page number	Comments/cross-referencing/Questions to be clarified/Terminology

Website:

Author(s) of page/site or organisation	
Year of publication (or site update)	
Title of webpage	
Date retrieved	
URL	
Page numbers (if any)	

Keywords	
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Themes and Key concepts	Notes/Quotes/Content/Page number	Comments/cross-referencing/Questions to be clarified/Terminology

DVD/Blue Ray/Video

Writer/Director/ Producer	
Year of production	
Title	
Place of production/ publication	
NOTE	You will need to reference the name(s) and the function(s) of the originator(s) or the primary contributor(s). Indicate the format of the work in square brackets immediately after the title.

Keywords and/or sources of information	
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Themes and Key concepts	Notes/Quotes/Content/Page number	Comments/cross- referencing/Questions to be clarified/Terminology