

A model for taking notes in economic history

Always specify the following:

- (1) The date or period of the event or sub-topic
- (2) a short explanatory title of the note for this particular sub-topic: one note only per page
- (3) The source from which you took the note

Date (or century/period)	Sub-topic: short explanatory title
Put only one single note, on a single sub topic, on this page: never put several topics on one page	
Source: author (editor), short title, (year), page number or: some indication of a published collection of documents: with doc no. and page number	

Use one of the following:

- (1) note pads, measuring 5 inches by 7.5 inches (standard sized pads – but choose your own size)
- (2) index cards of about the same size
- (3) your computer (e.g., MS Word, or Word Perfect): specify the page size, accordingly

Recommended procedure:

- (a) sort your notes or cards first by date (or time), in order to see the sequence of events (causation)
- (b) then re-organize your notes by the topics set forth on the outline for your essay