

Source Tracking Template

Source #1

Basic Information

- **Source Type:** ☐ Journal ☐ Book ☐ Website ☐ Other: _____
- **Author(s):** _____
- **Title:** _____
- **Publication Year:** _____
- **Retrieved From:** _____
- **Date Accessed:** _____

Journal-Specific

- **Journal Name:** _____
- **Volume/Issue:** Vol. _____ Issue _____
- **Page Range:** pp. _____ - _____
- **DOI/URL:** _____

Book-Specific

- **Publisher:** _____
- **Edition:** _____
- **Chapter Used:** _____

Website-Specific

- **Website Name:** _____
- **Organization/Author:** _____
- **Publication Date:** _____
- **URL:** _____

Content Notes

Main Argument/Thesis:

Key Points: 1. _____
2. _____ 3. _____

Direct Quotes (with page numbers):

Quote 1: " _____ " (p. _____)

Quote 2: " _____ " (p. _____)

Quote 3: " _____ " (p. _____)

Paraphrased Ideas (with page numbers): -

_____ (p. _____) -
_____ (p. _____)

Research Integration

How I'll Use This Source: ☐ Background information

☐ Supporting evidence

☐ Counterargument

☐ Example/illustration

☐ Statistical data

☐ Expert opinion

Paper Section: _____

Keywords/Topics: _____

Citation Status

☐ Full citation created

☐ Added to reference list

☐ In-text citations added

☐ Verified accuracy

Source #2

Basic Information

• **Source Type:** ☐ Journal ☐ Book ☐ Website ☐ Other: _____

• **Author(s):** _____

• **Title:** _____

• **Publication Year:** _____

• **Retrieved From:** _____

• **Date Accessed:** _____

Content Notes

Main Argument: _____

Key Points: 1. _____ 2. _____

Quotes/Page Numbers: - “ _____ ” (p. _____) -
“ _____ ” (p. _____)

How I'll Use This: _____

Citation Status: ☐ Complete ☐ In Progress

Source #3

Basic Information

• **Source Type:** ☐ Journal ☐ Book ☐ Website ☐ Other: _____

• **Author(s):** _____

• **Title:** _____

• **Publication Year:** _____

• **Retrieved From:** _____

Content Notes

Main Argument: _____

Key Points: 1. _____ 2. _____

Quotes/Page Numbers: - “ _____ ” (p. _____)

How I'll Use This: _____

Citation Status: ☐ Complete ☐ In Progress

Quick Reference Summary

Source #	Author	Title	Year	Page Numbers Used	Citation Done?
1					☐
2					☐
3					☐
4					☐
5					☐

Research Progress Tracker

Total Sources Needed: _____

Sources Found: _____

Sources Read: _____

Sources Cited: _____

Research Status: - ☐ Finding sources - ☐ Reading and taking notes - ☐ Creating citations - ☐ Writing paper - ☐ Verifying all citations

Pre-Submission Checklist

Before you finish: - ☐ All sources have complete bibliographic information - ☐ Page numbers recorded for all quotes and paraphrases - ☐ Every source used is cited in paper - ☐ Every citation has matching reference entry - ☐ URLs tested and working - ☐ No missing author, date, or title information

Tips for Using This Template

While researching: 1. Fill out template AS YOU READ (don't wait) 2. Record page numbers immediately 3. Mark exact quotes with quotation marks 4. Note how you'll use each source

Benefits: - Never lose source information - Easy to create citations later - Track which sources you've used - Avoid accidental plagiarism - Save time during writing

Pro tip: Make a copy of this template for each major research paper.