When you take notes, you do not write or type (or cut and paste, for that matter) the information word for word; that is called plagiarism. You must write or type the information in your own words; that is called paraphrasing. You also have to attribute the information to the author or authors. For example, “In his book *How to Become a Teacher*, Jacob Messer said a person must obtain a bachelor’s degree from a four-year college or university.”

**Example notes from screencast:**

According to the website CareerOneStop, a special education teacher can make as much as $88,600 in West Virginia. The average or median salary, however, is $55,800. The lowest salary is $37,900.

**Example citation from screencast:**

U.S. Department of Labor, Employment and Training Administration (2013). *Wage Information: Special Education Teachers, Middle School*. Retrieved from <http://www.careeronestop.org/SalariesBenefits/Salary_Report.aspx?soccode=252053&stfips=&zip=&mode>=

When you cite information from a website, you must include the following in your citation:

Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from <http://Web> address

If you forget, you can always visit <http://owl.english.purdue.edu/owl/resource/560/10/> for help.