

## **How to write an excerpt**

You will have to skim and scan a lot of books and /or articles in periodicals etc. in order to cover all the important background material about a certain movie, novel, short story, song and their respective director/author. As you have to provide evidence for all the material you have yourself acquainted with, it's self-evident that you'll have to refer to these quotes and/or paraphrases via footnotes in your term paper in order to avoid the criminal act of plagiarism.

You'll save yourself a huge amount of check-up work (including blood, sweat and tears) if you take notes of all the interesting facts and/or ideas you run into during your research. While you are skimming and scanning your material, please copy essential parts immediately –and don't forget to include all bibliographical references. Write a synopsis in your own words of intriguing paragraphs and /or chapters.

By the way, index cards are usually better than springfolders to keep your material organized.

### **And once again:**

Don't forget to remember: write down all of the necessary bibliographical details of all of your sources.