

HOW DO I EXCERPT?

WHY EXCERPT?

Excerpting is useful in preparing materials you have read for later use: for example, for seminar discussions; for preparing a presentation; or for use in your final paper. If you have fully excerpted a text, it is not necessary to keep re-reading it.

EXCERPTING MEANS...

...to focus, summarize, and capture in writing what you have read.

WHAT SHOULD I RECORD IN THE EXCERPT?

Formulate your excerpt so that you can use it in your further work without having to refer to the original text. Make a running notation of page numbers in your excerpts: You will need this information later if you adopt the excerpt as a direct quotation or paraphrase it.

Parts of the Excerpt

Notes

Complete bibliographical information for the text

This information can later be inserted directly into the reference list. You should also make note of which edition of the book you used.

Summary of every passage

Indicate the theme and summarize statements about it in your own words (paraphrase).

Direct quotes: Especially important passages, which you might later quote directly or paraphrase, should be recorded verbatim

Label these excerpts so that you recognize them later as direct quotes, for example, by using quotation marks.

References to parts of the text that are less important for your research question and have therefore not been excerpted

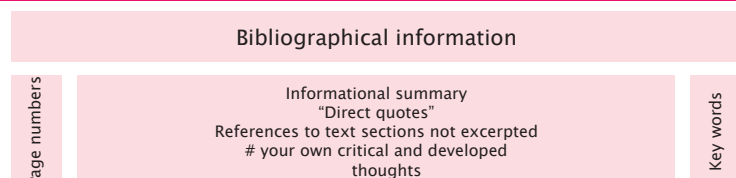
Make note of these sections. This way you will quickly be able to again find information which, if not now, then perhaps later, is relevant for you.

Your own critical and developed thoughts about what has been read

Mark these parts of the text as well so that you will later recognize them as such.

HOW DO I FORMAT THE EXCERPT?

For a better overview, divide the page into columns. Maintain a standard page structure for all your excerpts. Then you can orient yourself on the page more quickly.



References

- Franck, N./Stary, J. (Hrsg.) (2008): Die Technik wissenschaftlichen Arbeitens. Eine praktische Anleitung. 14., überarbeitete Auflage. Paderborn: Verlag Ferdinand Schöningh.
- Stickel-Wolf, Ch./Wolf, J. (2009): Wissenschaftliches Arbeiten und Lerntechniken. Erfolgreich studieren – gewusst wie! 5., aktualisierte und überarbeitete Auflage. Wiesbaden: Gabler.