

- identify in parentheses at the bottom of the record the theme or topic to which this record is relevant. I explain below why this is important.

#### KEYWORD RECORD CARDS (see Figs. 2.3(a) and (b))

Your personal database should be designed to accommodate any special features or subtleties that *you* want it to include. This part of the system is therefore personal and subjective: it should suit your vision of how you want to investigate your topic. The keyword records have headings that relate to themes in your research. For example, if you were working on a subject such as 'Music in New

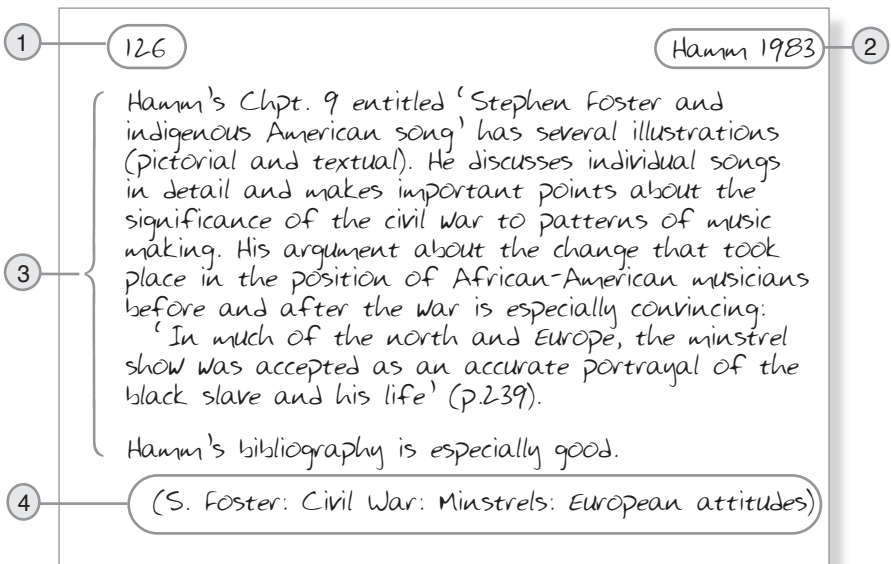


Fig. 2.2 Data record

Data cards contain notes that are made when consulting a source – they may be continued on to more than one card if there is a lot of information. They are kept in numerical order – cards are numbered and added to the collection in the order you make them.

- ① Number of the card.
- ② The 'source' – this cross-references to the bibliography records.
- ③ The data. Brief notes including (if necessary) quotations. It is important to make a note of page numbers; you may need to refer to them in footnotes.
- ④ A summary of the keywords to which this source might be relevant.