

## Making Sure You Are Safe

	Action during the writing process	Appearance on the finished product
<b>When researching, note-taking, and interviewing</b>	<ul style="list-style-type: none"><li>• Mark e e that is someone else's words with a big <b>Q</b> (for <b>quote</b>) or with big quotation marks</li><li>• Indicate in your notes which ideas are taken from sources (<b>S</b>)</li></ul>	