**HIST 1900C : HOTI 03/01/25/2023**

**Notes from reading**

* I assess a document as both a source of historical information—evidence about what “happened” in the past—and also as a rhetorically constructed text and cultural representation.
* I try to read in advance the secondary literature on my research topics,
* mine these texts for their archival citations
* I write ahead to archivists, make an appointment to visit the archives, and request documents in advance. I note the names of the archivists with whom I have corresponded and spoken. When I arrive, I attempt to establish cordial relations with them
* I open up a Word document file for each source
* keep a running bibliography
* try to determine the conditions that generated this file
* try to describe the materiality of the file, its size, variety of paper, layers of communication, and chronological ordering
* take careful summary notes of what seem to be the most significant documents
* back up my files
* write memos to myself about secondary or theoretical texts I need to consult in relation to this material
* record the details or features that strike me as surprising or telling
* photocopying and digital photography
* Before I photograph, I place a rectangular piece of paper on the document that records its archival citation and maybe a keyword or two relating to its contents
* To keep my notes in order when I am in “writing mode,” I print out notes from the computer and file them in file cabinets, arranging them alphabetically according to chapters. I keep a running index of this file system on my computer. I read over my hard-copy notes, annotating them and adding comments to idea files
* index these notes in multiple formats
* organize my notes into topics or themes by cutting and pasting text fragments and quotations, using a keyword search on my computer