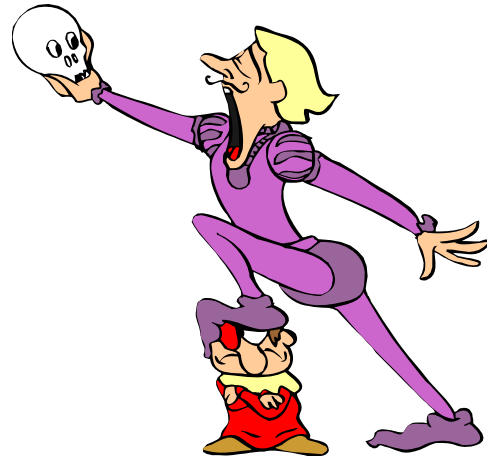


# To Document or Not to Document

That is the Question!



## DOCUMENT

Summaries

Paraphrases

Quotations

Little known facts

Others' opinions

Others' research including

- polls
- surveys
- studies
- statistics

Answers to interview questions

## DON'T DOCUMENT

Common knowledge

In addition to commonsense observations, common knowledge includes information that appears in many sources. That is, it is "common" to the sources and something people who are expert in a field of study know.

Well-known facts like

Columbus sailed the ocean blue in 1492

Your own

- ideas
- observations
- conclusions