FORMAT FOR TAKING NOTES ON A NOVEL.

Author

Title (and subtitle)

The edition you read
   Date you first publication and date of this edition (editions can vary if an author revises the text)
   Other publishing history (alternate title, serial publication, etc.)

Setting
   Locale
   Time period
   Time span (duration of time in the novel)
   Outstanding historical references (events, people)

Principal Characters
   Names, main characteristics, relationships to one another, conflicts among or between characters, etc.

Summary of Plot
   Overall summary of what happens
   Main conflicts and how these are resolved or treated

Major Themes
   Not subject matter; a theme is an underlying idea.

Method of Narration and Narrative Point of View
   Who is telling the story, how, with what degree of knowledge, interest, passion, motivation for telling the tale, etc. (See the narrator as a filter through which readers learn what they do of this story.)

Divisions or Structural Devices (# of chapters, parts, books, etc.)

Stylistic Features
   The grab bag category: humor, satire, parody, irony, symbols, pet phrases, dialogue, scene descriptions, sensory perceptions, quirks, vivid language, illustrations or maps, etc. In short, anything that seems, striking, original, or somehow interesting or distinct.

Critical Reactions
   If you’ve been reading the works of scholars, summarize those that seems most important, controversial, intriguing, etc.

Personal Evaluation
   Indicate whether this is your first or subsequent reading, and write a paragraph explaining
frankly what you thought of the book. Ask yourself if you would recommend this work and what would be your reasons for your decision,