


# How to Mark a Book

ANANSI Academic Advancement Program  
The Office of Black Student Affairs

There are many ways to mark a book intelligently. Here are a few of the more common techniques to help you make a book *yours*!

1. Underline MAJOR POINTS or forceful statements.
2. || Vertical Lines in the Margin: To emphasize a statement already underlined.
3. ☆ Star, \*asterisk, or other ● doo-dads in the margin: Use SPARINGLY to emphasize the ten or twenty most important statements in the book..
4. Exclamation marks in the margin to emphasize extremely key points! Create your own symbols that you will understand (ex.- ‘CR’ can mean ‘critical’ as in important, ‘Q’ can mean ‘quote’ as in quote this section).
5. A fold (dog ear) on the bottom corner of a page, which has especially useful information.
6. Numbers in the margin: To indicate the sequence of points an author makes in developing his argument.
7. # Numbers of other pages in the margin: to indicate where other relevant points have been made, to tie ideas together.
8.  Circling of key words or phrases.
9. Writing in the margin, or at the top or bottom of the page for the sake of: Recording questions and –perhaps—answers which a passage may have raised in your mind; reducing a complicated discussion to a single statement; recording a sequence of major points, etc.