

Commonplace Book Format

Page Numbering

Number each page in the commonplace book. The numbers will be centered on the last line of each page following the Table of Commonplaces page (pg. 4). Number all pages in the book. The first page numbered will be page four.

Title Page

Create a Title Page on the first lined page, centered vertically and horizontally. Include a favorite quote below your book title. (Leave space if you do not have one at this time so that you can add it during the year.)

Title Abbreviations & Table of Commonplaces

On the first lined verso page (left page of an open book), begin a key for book title abbreviations entitled "Title Abbreviations." You will create an abbreviation for each book title you will refer to in your Commonplace Book. On the first lined recto page (right page of open book), set up your Table of Commonplaces: VIRTUES (pg. 4-40), GREAT IDEAS (pg. 41-80), TREASURED PASSAGES (pg. 81-90), INDEX (pg. 81-90)

Page Layout

Keyword Column (Left Margin) : Use a ruler or straight edge to draw your left margin. It should be 1.5 inches from the left edge of the page. You will draw a vertical line in pen from the top to the bottom of the page.

- Information to be included in the left margin beside each chosen passage
 - Date you read the passage
 - Abbreviation for book
 - Topic of quote (all will be Treasured Passages)
 - Name of character speaking in the text if appropriate
 - Page number where passage is found in the book
 - If scripture passage, give chapter and verse instead of page number

Notes Section: The other three-fourths of the page will be the notes section. Here is where you will write down the chosen passage, word-for-word, from the text.

Skip two lines before you begin recording a new quote.

06/04/23	"When Daniel was lifted from the den, no wound was found on him,
DAN	because he had trusted in his God."
6:23	
Treasured Passage	

Commonplacing Mechanics

Punctuating a Quote

You are quoting words directly from a text, so you will use quotation marks ("your chosen passage") around the entire passage. Use end punctuation at the end of the text, but make sure you put your end mark inside the quotation marks. ("!" or "?" or ".")

- If you are writing just a portion of the passage that is not a complete sentence, you will need to use an ellipsis, which is three dots (...), to cut out information that is not necessary to record.
 - Ellipsis at end of a quote: "The shepherds said to one another, 'Let's go to Bethlehem....'"

***Notice that the ellipsis in the example above is followed by a period to end the sentence.

- Ellipsis in the middle of a quote: "If you belong to Christ, then you are...heirs according to the promise."
- If you start the passage mid-quote, you do not need to use an ellipsis. Just start the quote with a capital letter.

Any passage you record will start with quotation marks. If you record a passage that includes a character speaking, you must use a quote within a quote. To mark this with correct punctuation, the character's words inside the quotation should have an apostrophe at the beginning and apostrophe at the end.

- Quote: "Great crowds came to him, bringing the lame, the blind, the crippled, the mute and many others, and laid them at his feet; and he healed them."
- Quote within a quote: "Then Peter remembered the word Jesus had spoken to him: 'Before the rooster crows twice you will disown me three times.' And he broke down and wept."

Frequency of Reading and Commonplacing

Class Seven/Eight: Read three days or more per week; Record at least three entries per week with two of the three passages a VIRTUE or GREAT IDEA. Class Nine/Ten: Read five to seven days per week; Record at least five entries per week with three of the five passages a VIRTUE OR GREAT IDEA.

Index Formatting and Topics

On pg. q1-q2 of your Commonplace book, you will set up your index. It contains a list of VIRTUES and GREAT IDEAS. You should leave some room on pg. q2 for additional topics you may add during the school year.

