Source. Summary. Evidence.

Type in a compatible PDF reader and save a copy, or print and write by hand.

Source title / version

Review date

Source location, date and section / page range

Audience and purpose / requested length

Summary bullet 1

Exact supporting quote + source location

Summary bullet 2

Exact supporting quote + source location

Summary bullet 3

Exact supporting quote + source location

If support is missing or only partial, record that on page 2. A plausible sentence is not evidence.

Check the details before sharing

Keep proposals, findings and unknowns distinct. An AI audit still needs your review.

Numbers, units and denominators: source values / checked calculation

Dates and status: confirmed, proposed, pending or not specified?

Caveats, scope limits and unresolved or conflicting details

Corrected summary based only on checked facts

- [ ] I compared supporting quotes and locations with the original source.
- [ ] I checked numbers, units, denominators and any calculations.
- [ ] I kept proposals, uncertainty and scope limits visible.
- [ ] I reviewed the final summary before using or sharing it.

Keep the source and reviewed summary together. If a detail is not specified, ask or leave it unresolved; do not infer the opposite. Share only source material you are permitted to use.