

Note Cards & Bibliography (Source) Cards

Ask these questions:

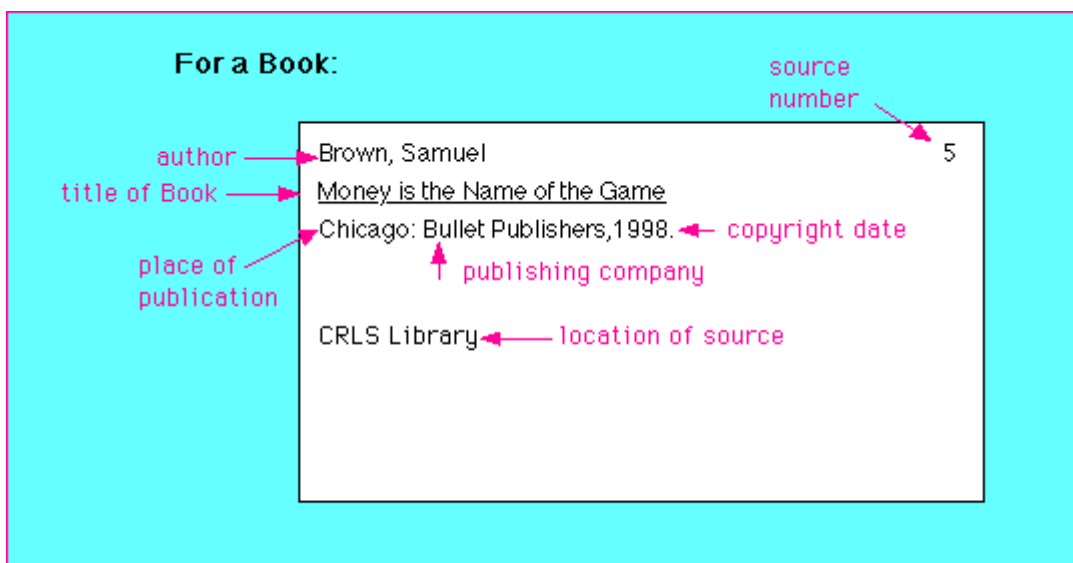
Why do it?

It is useful to take notes on index cards because it gives you the flexibility to change the order of your notes and group them together easily. You can buy a few packages of 3x5 or 5x7 index cards at most drugstores or stationery stores.

How do I do it?

1. Write the subtopic heading of the note at the top of each note card.
2. Write only one main point on a note card
3. Only write information directly related to your Statement of Purpose
4. Write only essential words, abbreviate when possible.
5. Be accurate: double check direct quotes and statistics.
6. Identify direct quotes with quotation marks and the person's name.
7. Bracket your own words [] when you add them into a quote.
8. Use ellipsis points (...) where you leave out non-essential words from a quote.
9. Distinguish between 'fact' and 'opinion'.
10. Include the source's number on the card.
11. Write the page number of the source after the note.
12. Use the word 'over' to indicate information on the back of the card.

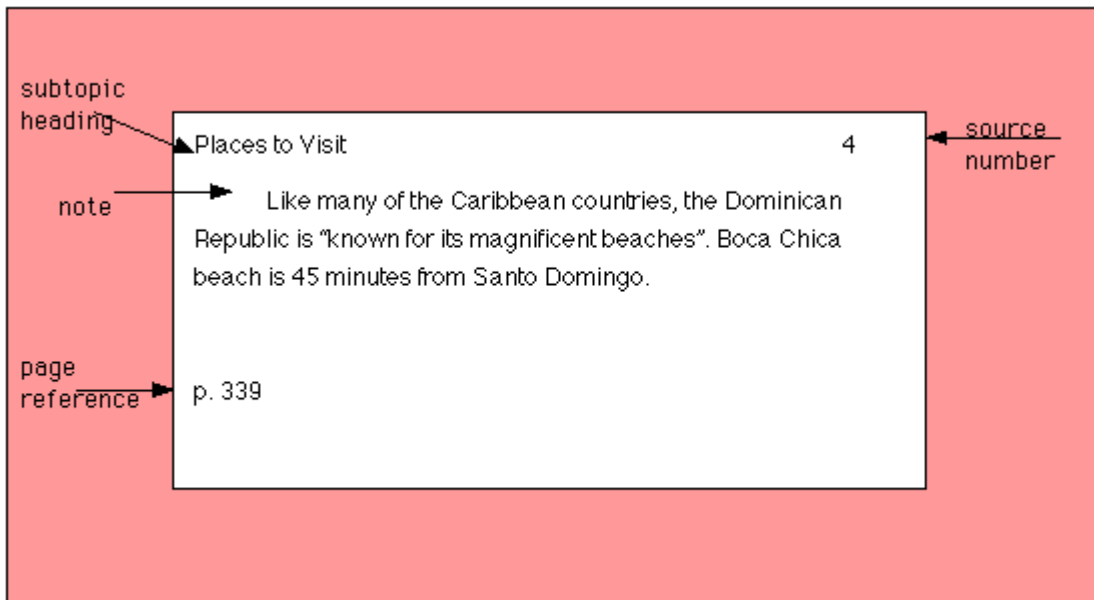
Example of a Source Card



Note Cards:

Direct quotes and paraphrasing of information you researched. These will be the **Concrete Details** of your paper! Be sure to include a **numbered reference to the Source Card** you got the information from.

Example of a Note Card



Explanation of the Parts of the Note Card

Label (Subtopic Heading) The label is used to categorize the notes you are taking under several descriptive headings. Labels allow you to arrange your notes in some logical order according to the topics and subtopics in your preliminary outline. You will arrange your cards according to their labels before you write your page. **You may not be able to label your note card as soon as you take the note. This may have to be done after you've had time to reflect on your reading and note taking.**

Page Number – The exact page number where you found the citation should be noted on the card. Keep in mind that online databases and the Internet do not have page numbers.

The Source – This refers to where you found your information. It is always enclosed in parentheses.

Note Card #1 – This is the name of the author or editor of the book and the page number.

Note Card #2 – This number corresponds to the number you wrote on your bibliography card.

The Note – This can be a summary, a paraphrase, or a quotation from a book, a magazine article, an online database, or the Internet. This is the information that you will use to write your paper; in fact, you should be able to write your paper by using your note cards and not have to refer back to the sources of information. **Be sensible about note taking. You will have more cards than you need to write your paper, but do not take down every detail and do not duplicate material.**

Types of Note Cards – Quotation, Summary and Paraphrased

Quotations

Put quotation marks around material that you copy word for word.

When quoting a source that uses quotation marks, change the author's double quotation marks to single quotation marks.

According to Harold Bloom “the essence of The Great Gatsby is double vision” (25).

When quoting lines of poetry, put the lines of poetry in quotation marks. You may use two or three lines of poetry by separating each line with a slash (/).

Langston Hughes describes the realities of life in “A Dream Deferred”: “What happens to a dream deferred? / Does it dry up like a raisin in the sun? / Or fester like a sore?” (10).

If you are incorporating a quoted question and a parenthetical citation, the question mark is followed by the quotation mark and then the parenthetical citation, which ends with a period.

If you are going to alter the quote by adding your own thoughts, use **brackets** around your words.

If you are going to omit words or sentences from the quoted material, use **ellipsis points**

Words – use 3 dots ...

Sentences – use 4 dots

“Dickens was a keen observer of life...he showed sympathy for the poor” (Magill 27).

Summary

A summary captures the key ideas of an author in a few words.

Paraphrasing

This is a restatement in your own words of the thoughts and ideas of a writer. Usually paraphrased material is written in about the same number of words as the original.

When paraphrasing, read the material. Then close the book before you write the note card.

<http://www.crlsresearchguide.org/>

http://www.wtps.org/WTHS/imc/MLA_Style/note_cards.htm