

Steps to Taking Notes on Note Cards

Create a Source Card

- a. Number each card in the upper right corner of the card to identify each resource
- b. Record if this is a primary source in the lower left corner of the card
- c. Record required information for your bibliography in the center of the card.
- d. Use a new card and number for each new resource

Note Card Format

- a. In the upper right corner, write 1 (for first resource) and the letter A (for the first focus question)
- b. Write your notes from that resource on the card.
- c. If you go to a new focus question from the same resource change the letter in the upper right hand corner to correspond correctly.
- d. Record the number of notes in the lower left corner of each card.
- e. When you switch to a new resource, create a new source card and then follow steps a-c.

How to Write Notes

Notes are short, true bits of information on a topic.

- a. Paraphrase information by writing facts in your own words. **Be careful not to plagiarize**
- b. Keep notes short, but complete enough to make sense
- c. Use quotation marks for direct quotes.
- d. Write the page number from the text source beside each note.
- e. Highlight any new vocabulary. Add these words and their meanings to your learning log.