

# WHS NOTE CARD DIRECTIONS

## General Instructions:

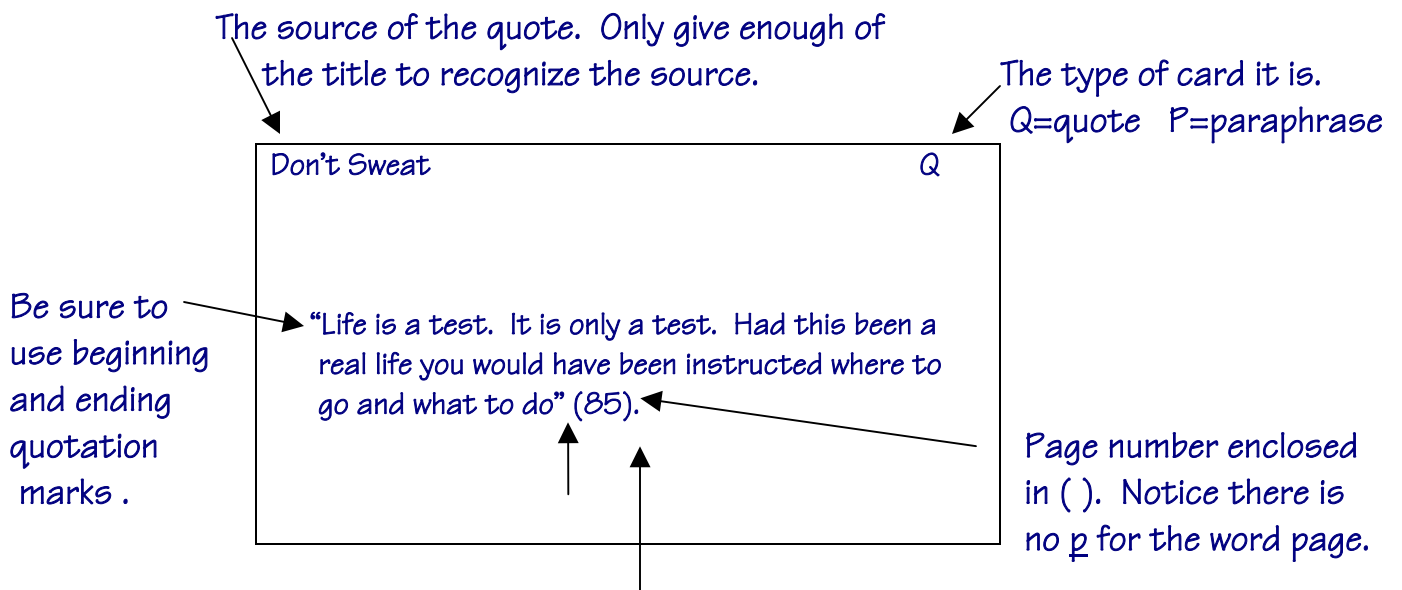
- ❖ Use cards of consistent size: 3 x 5 or 4 x 6.
- ❖ Always make a bibliography card *before* you start to take notes.
- ❖ Make a separate card for each fact, idea, quote, or paraphrase.
- ❖ Write enough information to be able to recall the important points later.
- ❖ Be neat, paying attention to formatting details.
- ❖ Develop a system for keeping your note cards organized. (using a rubber band, keeping them on a ring, putting them in a box, etc.)

## NOTE ABOUT PLAGIARISM:

Plagiarism is using someone else's words or ideas without giving that person credit. It is a crime punishable by law so NEVER do it. You can avoid plagiarizing by paraphrasing or summarizing any information you do not quote directly. See below for hints on how to quote and paraphrase.

## Quotation Note Cards:

- ❖ Use quotations only when the words or phrases are exceptionally good and cannot be paraphrased adequately enough.
- ❖ Keep quotes brief. Using too many quotes or quotes that are too long can bore the reader and imply that you have no original thoughts of your own.
- ❖ When you quote, copy the words and punctuation exactly as it is written.

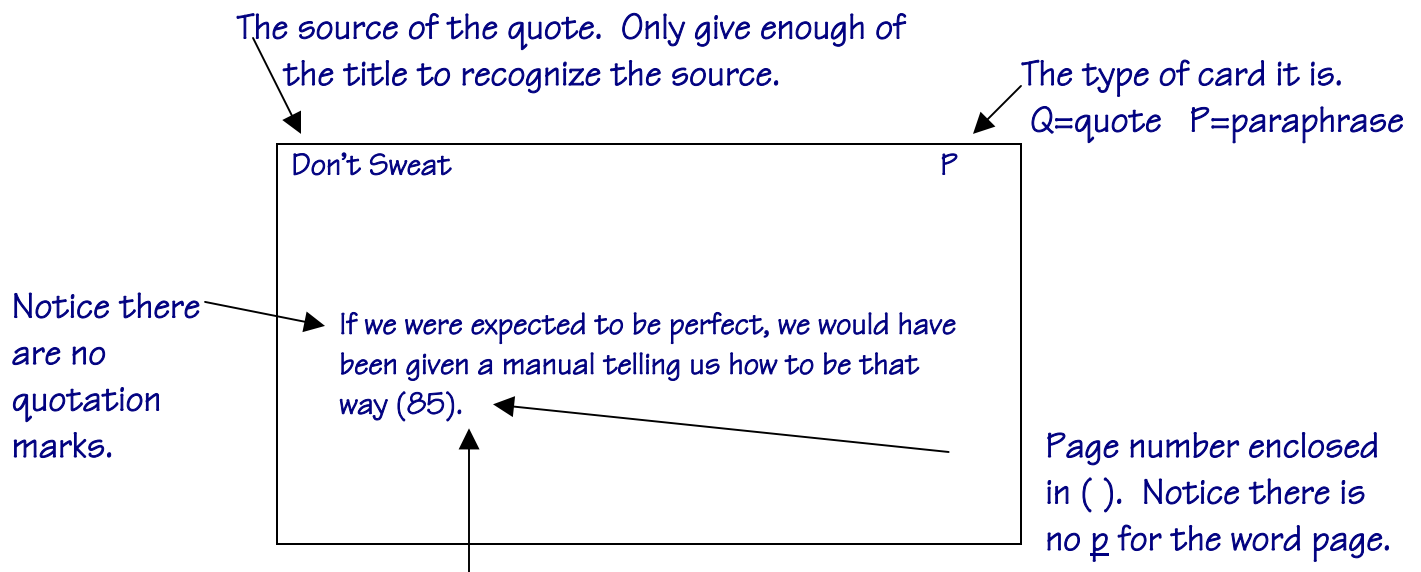


The ending period goes outside the ( ). HOWEVER, if the quote ends in a ? or a !, place these marks inside the ending quotation mark and do not place a period after the ending ( ).

# WHS NOTE CARD DIRECTIONS

## Paraphrase Note Cards:

- ❖ Use paraphrasing most of the time.
- ❖ Determine the author's main idea and then put that idea into your own words.
- ❖ Use your own phrasing. Do not just make this an exercise in using a thesaurus.
- ❖ Do not change the author's intent.
- ❖ Your paraphrase should be of similar length to the original.
- ❖ Read what you have written to make sure that your paraphrase adequately reflects the author's idea.



The ending period goes outside the parenthesis. HOWEVER, if the paraphrase ends with a ? or a !, place these marks before the page number ( ) and do not place a period after the ending ( ).