

## Making Note Cards – 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 4x6 index cards at most drugstores or stationery stores.

### Tips:

- Write only one main point on a note card.
- Only write information directly related to your research topic.
- Write only essential words; abbreviate when possible.
- Be accurate: double check direct quotes and statistics.
- Identify direct quotes with quotation marks (and the person's name if different from the author of the source.)
- Bracket your own words [ ] when you add them into a quote.
- Use ellipsis points (...) where you leave out non-essential words from a quote.
- Distinguish between 'fact' and 'opinion'.
- Include the source's number on each note card.
- Write the page number of the source after the note (if there is a page number.)
- Use the word 'over' to indicate information on the back of the card.

# Creating Note Cards:

When you have determined that a source contains material that is reliable and useful, you will want to take notes on it. There are three types of notes: summary, paraphrase, and quotation. **Regardless of which type of notes you use, remember to cite the source.**

**SUMMARY NOTE CARD:** This type of note card is used if you want to record only the general idea of large amounts of material. This is usually done either in outline or bulleted form. Even though you are not using the author's exact words, the ideas you are using are not yours and therefore must be cited.

**PARAPHRASE NOTE CARD:** This type of note card is used if you require detailed notes on specific sentences and passages but do not need the exact wording. In other words, you are restating the material by rephrasing it in your own words. (AVOID PLAIGARISM!!!) This requires that you alter not just the vocabulary used, but also the entire grammatical structure of the sentences. However, because the ideas you are using are not your own (even if the words are yours), you must cite the source of the information.

**QUOTATION NOTE CARD:** This type of note card is used when you believe that a sentence or a passage in its original form might make an effective addition to your paper. You should transcribe that material exactly as it appears, word for word, comma for comma, enclosing it in quotation marks to distinguish the quotation from summary and paraphrase notes. Try to use direct quotations sparingly in your paper, saving them for special emphasis. Again, you must cite the source.

The general rule of thumb for a note card is: **one source + one sub-topic = one note card.**

## Example of a Summary Note card:

<b>Children and Sports</b>	<b>5</b>
<ul style="list-style-type: none"><li>• Sports cause children emotional stress</li><li>• Cause children fear and anxiety</li> <li>• Scanlan and Passer's study off preadolescent soccer males</li><li>• Shows losing players had post-game anxiety</li><li>• Shows anxiety caused more problems<ul style="list-style-type: none"><li>Avoid failure</li><li>Shy away from active participation (over)</li></ul></li></ul>	

## Example of a Paraphrase Note Card:

<b>Children and sports</b>	<b>5</b>
<p>Stress and anxiety on playing field can result in children backing away from participating in sports - fear rejection if perform poorly.</p> <p>Result of child's fears of being hurt or not being good enough. Study by Scanlan and Passer shows boys who lose in soccer have more anxiety after losing a game than boys who win, confirms these findings.</p>	

## Example of a Quotation Note Card:

<b>Children and sports</b>	<b>5</b>
<p>"...(in organized sports) children may be subject to intense emotional stress caused by fear and anxiety ...concern about physical safety, and doubts about performance and outcome. This anxiety may emerge if children are ignored, chastised, or made to feel that they are no good. "</p>	

## For a Research Paper

### Source Cards:

1. Create a source card for each resource for your research paper.
2. Assign each source card a number and label each source card with the word "Source" and the number.
3. Include all MLA citation information on your source card. Check your handout from the Media Center for current citation information and format.

SOURCE 3
Davidson, Edward H. "Dimmesdale's Fall." <u>Twentieth Century Interpretations of The Scarlet Letter</u> . Ed. John C. Gerber. Englewood Cliffs: Prentice, 1968. 82-105.

### Note Cards:

Below is a sample note card. Every note card you make needs to have a subtopic heading, a source number, and your notes. If your source has page numbers, also include the page number.

<b>Children and Sports</b>	<b>5</b>
<ul style="list-style-type: none"><li>• Sports cause children emotional stress</li><li>• Cause children fear and anxiety</li><li>• Scanlan and Passer's study off preadolescent soccer males</li><li>• Shows losing players had post-game anxiety</li></ul>	

1. The **card subtopic** is the title for the kind of information on the card. Think of it as the *title*, or *main idea* of the card. After writing down the information, figure out how you could briefly categorize, or title it. For example, if you are writing a paper on the life and works of the poet, Langston Hughes, you may have cards with topics such as: Hughes' upbringing, Hughes and the Harlem Renaissance.
2. Although it may seem tedious to give each note card a **topic** name, it serves two purposes: (1) It keeps you focused in your research. You will be less likely to write down unnecessary information (facts that are not related to your topic) if you are careful to write down the **topic** for every card. (2) It is necessary to have these topics once you begin organizing your research.
3. The **source number** is the number given to each of the books, magazines, web sites, etc., you use to find information on your source cards.