

# How to Make Note Cards

## How to make note cards

Keep these points in mind when taking notes on note cards:

- Use only one idea per card
- Give each card a specific topic heading or title (hint—use parts of your outline as the titles for your note cards)
- All information researched should relate to the topic or idea (hint—use parts of your outline as the titles for your note cards)
- Accuracy is crucial, especially with quotes and statistics
- Place the source # at the top right hand corner, identifying the source's informational card that provides the bibliographic information needed to create the Works Cited Page and Parenthetical Documentation.
- Identify direct quotes with quotation marks around the phrases or sentences extracted from the source word for word. In the lower right hand corner of the note card, write the page number(s) where the quote was located in the source.

## Format for note card:

Weli-Felix Test	7
"The Weli Felix test is used by mixing the patient's serum with a bacterial organism, Proteus OX19."	
p. 11	

This example uses ideas for the Rocky Mountain Spotted Fever Paper.

The number of note cards needed to write a research paper is different for every student. If you cram a lot of information on one card, you will need fewer cards to accomplish the task. The idea is to research all aspects of your topic thoroughly, taking organized notes on note cards. After you have gathered all your information, you will sort your cards by specific titles and arrange them into a logical format. This will become the outline to use in writing the research paper.

*Modified from*

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## Note Card Requirements Research Paper 12<sup>th</sup> Grade English

### Remember these requirements for note cards

- You **MUST** turn in a photocopy of all research. Highlight the parts on the copies that you use in your paper. You **MUST** turn in note cards.
- Minimum of 75 cards
- Note cards must be written on index cards. Use the same size card that you used for your bib cards.
- One note per card – Record one piece of information per card. This will force you to focus on just the essential information. This will make organizing the information easier when you are ready to write.

### Each note card must include the following

- Identify the source – if you numbered your source cards, put the number in the top right corner.
- Identify the page number – This page number will be **EXTREMELY** important when you start to write the rough draft. Write the page number even if you are paraphrasing the information.
- Identify the category – This is why you wrote your outline. If you find information on the treatment for Rocky Mountain Spotted Fever (the subject of my research) write the word "treatment" in the upper left corner of the card.
- Write the note on the card.

### Remember there are three types of note cards

1. Direct quote 1/5 of your cards (15 if you have 75 note cards)
2. Paraphrasing 1/5 of your cards (15 if you have 75 note cards)
3. Summaries 3/5 of your cards (45 if you have 75 note cards)

**Minimum of 75 note cards are required**

**Sample Note Cards**

**Definition** 5

“The thesis sentence tells your reader what to expect. It is a plan for your theme: it connects the central idea and the list of topics in the order you plan to present them.”

page 16

Direct Quote Card

Copied word-for-word from my source

Source identified by source card number

Page number of source identified

Category identified – this matches a section from my outline

Actual note

**Always** included the page number whether you copy directly or not.

**Sample Note Cards**

**Lit. Categories** 2

There are 4 categories of literature. They are narrative, drama, poetry, and nonfiction, prose.

page 14

Paraphrase

Material is written in my own words.

**Still** must tell where it came from

Source identified by source card number

Page number of source identified

Category identified – this matches a section from my outline

Actual note

**Always** included the page number whether you copy directly or not.

## Sample Note Cards

**Writing Thesis** 9

After one has done some reading on the topic, one is ready to find a main direction – or focus—for the paper. A student should write a statement of controlling purpose that proposes what the paper should do. This statement is the first step in writing the thesis

page 264-265

**Summary**

Putting the material in my own words.

**Still** must give page numbers

Source identified by source card number

Page number(s) of source identified

Category identified – this matches a section from my outline

Actual note

**Always** included the page number whether you copy directly or not.

Your notes will probably contain a mixture of direct quotations, paraphrases, and summaries.

Direct Quotations: Sometimes you will find a writer's wording so vivid or effective that you decided you might want to quote it in your paper. On your note card, copy the quote exactly - word for word - just as the writer wrote it, and enclose the quoted material in large quotation marks.

**To Do #1**: Look through one of your sources until you find a sentence or phrase you might quote directly in your paper. Fill out a card for that direct quotation.

1  
The Great Gatsby  
 F. Scott Fitzgerald letter to Maxwell Perkins (ed.) about plans for 3rd. novel:  
 "I want to write something new - something extraordinary and beautiful and simple = intricately patterned."  
 p. 112

Paraphrasing: When you paraphrase a text, you restate the writer's ideas in your own words. A paraphrase covers every idea in the same order as in the original, and it is usually almost as long as the original. See if you can recognize this poem from its paraphrase:

The speaker in the poem remembers a time when he was walking in the autumn woods and came to a place where he had to choose between two roads. He stood there a long time, feeling sad that he could not travel both roads. After peering down one road as far as he could see, he chose the 'other, grassier one. Both roads were worn about the same and were covered with fresh leaves. He told himself he would go down

the other road someday, but didn't really think he would ever be back. He says he will be telling about this choice many years in the future. His taking the less-traveled road was an important turning point in his life. The name of the poem is \_\_\_\_\_.  
 (Did you punctuate that title correctly?)

**To Do #2**: Choose an important paragraph from one of your sources. Write a paraphrase of it. When you finish, ask yourself these questions:  
 a. Have you included all of the writer's ideas in the same order as the original?  
 b. Have you used *your own* words?  
 c. When you use the material you paraphrased in the text of your paper, will you cite it in parenthesis?

Summarizing: When you summarize something, you restate the **main ideas** in your own words. A summary does not give all the details -- only the most important ones. It should never be more than 1/3 the length of the original.

**To Do #3**: Choose one of the sources that you plan to use for your research paper. On note cards, summarize each of the important ideas that may be of use to you, using your own words. Be sure to write a heading, the code number, and the page number on which you found your information.

\*\*\*\***HINT**\*\*\*\*  
 Of your documented material  
 1/5 = direct quotes  
 1/5 = paraphrase  
 3/5 = summary

