

HOW TO CREATE NOTE CARDS

As you consult different sources for your paper, you will want to write down information about sources that look particularly good so that you can easily locate them later if you need to and also so that you can include the source on your Works Cited page in your research paper. When you are examining your sources, and you find a fact or quotation you might want to use in your paper, you need to write it down on a note card. You will need to turn in at least 25 note cards along with 5 source cards.

In order to create a source card, you will need to look up the proper MLA format for the kind of source you are using and write down the information just as it will later appear on your Works Cited page. Here is a sample card for a book:

Library Call #	A
Huff, Dana. <u>How to Write Research Papers</u> . Dunwoody: Weber School Press, 2005.	


Source letter for reference

When you create a note card, you need to make sure you include the following information in order to make life easier on yourself:

- From which source did you find the information?
- On what page did you find it?
- To what subject does the note pertain?
- What is the fact or quotation?

Subject of Note Card (Descriptive Heading)	A1
Fact or quotation to include in your paper. p. 123	
Use the opportunity to paraphrase as much as possible in order to cut down on work when you do your outline and first draft. If the quote is especially good and it would be better not to paraphrase, put quotation marks around it and copy it word for word.	

Source letter and card number

 If you use sources from multiple libraries, make note of which location you found the information for your note card in case you need to locate it again.