

Taking Notes Using Note Cards

Another way of collecting notes in your search is to use three-by-five inch note cards. These are also available in larger sizes, such as for by six, or you may find a half sheet of binder paper useful. Regardless of the size of the note card, the idea is to organize your material and refer to your information on each topic as you write.

Use the following as a guide when taking notes:

- Add the full citation for each source to a complete list of all your citations. Number each source.
- **Record notes in your own words.** When you copy material from a source and pass it off as your own writing, you are plagiarizing. If you copy exactly, enclose in quotes. This tells you the words are not your own.
- **Skim** the information you are interested in and decide which parts are important before actually taking notes.
- In the upper right corner of the note card, record the NUMBER of the source.
- **Write the topic or question at the top left corner** of the card. This will help sort information during the writing stage of your search.
- **Be accurate.** Notes must reflect facts, figures, opinions, and quotations accurately. Double-check everything you put on the note card against the original source. Give enough detail that you can understand what you have written.
- When you write down the **exact words** written by the author, **enclose them in quotation marks**. If it's a print source, record the page number in the lower right corner.
- On the **BACK** of the card, record your thoughts about the note—"I Say."

