

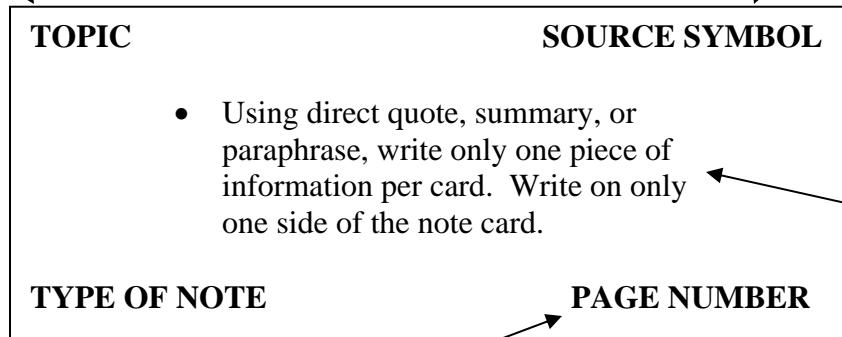
How to Write Note Cards for a Research Paper

The basic parts of any note card are *Topic*, *Source Symbol*, *Note*, and *Page Number*.

Topic: A category that helps organize your note cards into sections that will allow you to relocate information quickly. These are usually subtopics from your outline and may also include Introduction and Conclusion.

Source Symbol: A symbol assigned to the source card to identify where the information was found (shapes, letters, colors, Roman numerals). It will help you correctly document within the paper.

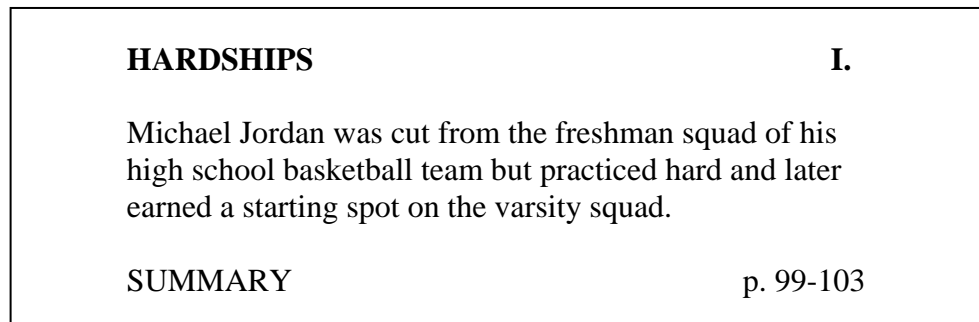
Example of Note Card Format



Page number: If your source is from an Internet site, write *Online* instead. If your source is from a database, and you do not know the exact page from which the information comes, write *Database* instead.

Note: This is the information acquired from the source.

Example of a Note Card for a Research Paper about Michael Jordan



The Three Main Types of Note Cards

Type 1> Summary Note Card: Summarize the facts and ideas of a long passage into your own words. Although it does not have to be complete sentences, it will probably be more helpful to you if it is so that you remember what you were thinking at the time and will be better able to write effective commentary.

Summary Note Card Example from Ch. 11 of To Kill a Mockingbird:

| | |
|--|-----------|
| Bravery | B |
| Mrs. Dubose refuses to die until she has painfully broken her addiction to morphine, even though there was no medical reason requiring her to do so. Atticus calls her the bravest woman he knows for taking on a difficult task that she might not succeed at, thereby giving Scout a new insight into what courage is. | |
| Summary | p. 99-112 |

Type 2> Direct Quote: Words are taken EXACTLY from a book, author, or character. DIRECT QUOTES MUST BE IN QUOTATION MARKS AND EMBEDDED INTO THE SENTENCE YOU ARE WRITING.

Direct Quote Note Card Example for a Paper about Michael Jordan:

| | |
|---|----------|
| Character | + |
| “Jordan provides an outstanding role model for the youth of America.” | |
| Quote | p. 37 |

Example of How the Quote Could Be Embedded into a Sentence:

| |
|--|
| Although he is an incredible athlete, perhaps an even greater reason to respect him is because “Jordan provides an outstanding role model for the youth of America” (Kuhler 37). |
|--|

Type 3> Paraphrase Note Card: Paraphrased note cards are close to the original text but use YOUR OWN WORDS. Make sure not to “borrow” words whose meaning you do not know unless you quote them.

Example of a Paraphrase Note Card for a Paper about Michael Jordan:

The **original source** had the following words: “*Michael Jordan has been highly acclaimed for his athletic prowess and has earned a place in the annals of professional basketball.*”

The following is an example of these same words being put into the writer’s own words.
*Note that none of the words in the quote are used, but the meaning of the note card matches the meaning of the quote.

| | |
|---|--------|
| Character | * |
| M.J. has great athletic skills and will be remembered by basketball fans for years to come. | |
| Paraphrase | p. 101 |