

Research & Analysis

Writing Note Cards

Mrs. Hawke :: English

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

TYPE OF NOTE:
This refers to how you transferred the information from the source into your note: direct quotation, summary, or paraphrase.

TOPIC

SOURCE SYMBOL

- Using direct quote, summary, or paraphrase, write only one piece of information per card. Write on only one side of the note card.

TYPE OF NOTE

PAGE NUMBER

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

HARDSHIPS

I.

Michael Jordan was cut from the freshman squad of his high school basketball team but practiced hard and later earned a starting spot on the varsity squad.

SUMMARY

p. 99-103

The Three Main Types of Note Cards

Type 1: Direct Quote For direct quotation cards, words are taken EXACTLY from a book, author, or character. **DIRECT QUOTES MUST BE IN QUOTATION MARKS AND EMBEDDED INTO THE SENTENCE YOU WILL WRITE IN YOUR PAPER.**

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 2: Summary Summary note cards 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 will 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 3: Paraphrase Paraphrase note cards are close to the original text but are written in 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