

Note Card & Bib Card Format

Note Card & Source Card Tips:

- Note card minimum requirements: Two sets of 20 note cards + 4 source cards
- Before beginning the note taking process, try to decide upon some general topics for your research to help guide your research.
- Choose your facts wisely. Pick strong fact and be thorough in your research.
- Avoid repetitive note taking!
- Place direct quotes in quotation marks.
- Always include the page number on the lower right corner of the note card. For web sources, write a W in the lower right corner.
- Source cards should contain the information you will need for your Workd Cited page.

Here's an example of a note card:

Source #2

God's grace to Bunyan

"His realization of the depth of God's grace in his own life gave Bunyan an ability to speak to many people, even generations, of their own spiritual state."

(Bunyan's experiences enable him to encourage others who are suffering with the truth of God's grace.)

p. 128

You will assign each source a number (1-6) in order to keep track of the notes taken from each source.

CHOOSE QUOTES WISELY!
Avoid quoting commonly known information. Always keep direct quotes within quotations. Paraphrases should be indicated with a (P) or (S) after the information.

Optional: Place your own commentary in parenthesis. What is the importance of this quote? What point am I trying to make by using it?

Always remember to cite the page number! For online sources, write a W.

Each note card must have a topic listed in the upper left corner. This will help the sorting process. Your goal should be 8-10 topics.

Here is an example of the bib card for the above source:

Source #2

Curtis, Kenneth A., and J. Stephen Lang. *The 100 Most Important Events in Christian History*. F.H. Revell, 1998.

This is my source number

Your source card should be written in proper MLA format. Since you cannot italicize handwriting, you may underline book titles. Just remember to italicize when you type your Works Cited page. You do not need to list URLs on your source card, but you will need them on your Works Cited page.