

Notecard Instructions

Step 1: Bib Card

After you find your source, BEFORE you start taking notes from it, you must create a bibliography card. Your bib card should contain the properly formatted MLA citation, the source number and a brief description of how you plan to use the sources (optional). You MUST use MLA 9. See the OWL for help.

Source #1
Gleick, James. <i>Chaos: Making a New Science</i> . Penguin, 1987.
I plan to use this book in my refutation to help disprove the theory of evolution.

Step 2: Note Cards

After you have made a bibliography card, you can begin making notecards from this source. A notecard can contain a QUOTE, which you should put in quotation marks. It could also contain a PARAPHRASE (put a (P) after the note – no quotation marks), or a SUMMARY (put a (S) after the note – no quotation marks). The note card should have a TOPIC in the upper left corner (kind of a main idea that the card is about), a source number in the upper right corner (this tells which source the information came from), and the page number in the lower right (if you use a website source, put a W in the lower right corner; if it is from a database it will have a pg. #).

It is IMPORTANT that you keep track of when you have copied from a source and when you have used your own words, because losing track of this leads to plagiarism, which is a form of theft and has severe consequences. For more info on Safe Practices for Quoting Research, check out:

https://owl.purdue.edu/owl/research_and_citation/using_research/avoiding_plagiarism/safe_practices.html

Sample Paraphrase Notecard:

Disproving Evolution (Ref.)	Source #1
One of the greatest arguments against evolution is that no one has ever seen it happen. (P)	
	p. 45

Sample Direct Quote Notecard:

Fate vs. Free Will

Source #4

“Oedipus did have one freedom: he was free to find out or not find out the truth. This was the element of the Sophoclean sleight-of-hand that enabled him to make a drama out of the situation which the philosophers used as a classic demonstration of man’s subjection to fate.”

pp. 153

Sample Summary Notecard:

Critics & Sophocles

Source #9

Critics of Sophocles point out that he was a great artist and nothing more. He addressed neither philosophy nor religion at any depth in his works. Yet, Sophocles was largely interested in human suffering, therefore addressing both philosophy and religion. (S)

W

When in doubt, check the OWL!

https://owl.purdue.edu/owl/research_and_citation/using_research/quoting_paraphrasing_and_summarizing/index.html

Directions:

- ✓ 3 x 5 lined note cards
- ✓ 1 Bib Card per source **use different color than regular note cards, if possible!
- ✓ 3 sets of 20 note cards

Reminders:

- ✓ To avoid relying too heavily on one source in your paper, try to have a similar number of quotes from each source.
- ✓ Make sure that you choose meaningful topics (upper left hand corner). This helps with the transition from note cards to outline!
- ✓ When you turn in your first set of 20 note cards, you should have bib cards & quotes/paraphrases/summaries from roughly one-third of your sources. Your second and third sets of 20 note cards should include the remainder of your sources.

Due Dates:

- ✓ 1st set of 20 note cards (with 2-3 Bib Cards) due Week 17
- ✓ 2nd and 3rd set of 20 note cards (with 2-3 Bib Cards per submission) due Week 18

****Each set of note cards should be turned in in a baggie with your name on the front****

Reminders:

- Every direct quote, paraphrase and summary in your paper MUST have a note card!
- All sources should be represented in note cards
 - Try to incorporate a balanced number of quotes/paraphrases/summaries for each source (don't rely too heavily on just a few sources!)
- When you turn in the final research paper, you will turn in note cards organized in order of appearance in the paper.
 - Which means that you will have to create a new note card for each new quote/paragraphs/summary that you don't have a note card for.