

NOTE CARDS

A practical and efficient method of completing research is writing down information on note cards in an organized and systematic manner. A significant benefit of using note cards is to avoid consulting a particular source a second or third time. Also, by recording your research on separate note cards, later on you will be able to more easily organize your notes according to your outline for the paper.

Note cards are the evidence of your research and are an important component to writing a successful paper. Most teachers in the Social Studies Department require students to use note cards and turn them in with the final paper.

For the note card taking system to work effectively, please adhere to the following guidelines very carefully. Each note card must contain following:

1. **Heading/Title:** a short distinctive and descriptive label that captures the content of the note card. Use only one heading per card. This will make sorting the cards by topic much easier later on in the writing process.
2. **Text:** the major portion of the card, which should be a summary, a direct quote, a collection of specific details, or a combination of the above. When you quote, be careful to always copy exact words, use quotation marks, and to identify the speaker. Notes should only be written on one side of the card and all note cards should be the same size to avoid losing cards.
3. **Abbreviated Source Reference:** a brief citation of the source of the information for each card is required. You will need to develop an abbreviated reference for each of your sources (i.e., author's last name, key word from a title) and use this abbreviation on all of your note cards from that source. Each note card must also refer to the exact page or pages that were used from the source. Be efficient; there is no need to continually rewrite a long title. As long as you provide a legend, coding system are encouraged.
4. **Page Number:** all cards must include a page number (even on downloads) so that students can easily cite or footnote the information when writing their papers.

Information should only be written on one side of the note card (as a way to avoid forgetting or losing information). Also, note cards should all be the same size to avoid misplacing cards.

Sample Note Cards:

	Heading/Theme
Pg 1 Pg 3 Pg 7	Include notes here. Author/source

Example:

	Public relations
Pg 4	Woodrow Wilson said, "Let's make the world Safe for Democracy." This later became his campaign slogan in 1916.
Pg.87	Versailles Treaty <ul style="list-style-type: none">- bad relationships with Republican senators led to hurt support for the League of Nations.- Wilson took a speaking tour across the country to gain support for the treaty.
	Davis "American Biography"