

Research: Source Cards, Note Taking, and Note Cards

Source Cards

Once you have selected a source that you think will be valuable to your research, you need to make a source card for it. This source card will contain the information you need for your Bibliography or Works Cited Page. A source card should look like:

Source Number	
Author's Last Name, First Name. <u>Title</u> . Place of Publication: Publisher, Date of Publication.	
Place Where the Book is Found	Call Number

Sample Source Card:

Source #1	
Williams, David. <u>The Last Days of Adolph Hitler</u> . New York: Norton, 1997.	
South County SS Library	943.18 Wil

A few things to remember when making a source card:

1. Use an index card for your source card. Make a new source card for each source. You will have as many source cards as you have sources.
2. Each source card will have a different source number.
3. Include all the information you will need in your Work Cited Page, when writing the source citation. It will save you time later on. Examples of how to write a proper source citation can be found in the **Appendix** of this Resource Guide.
4. Write down where you found the book – e.g. the South County Library, the Pohick Library, your house, etc. This will save you time if you have to go and use the book again.
5. If you are using a book from a library, write down the call number. This too will save you time if you have to use the book again.

Note Taking and Note Cards

Note Taking

Taking good notes is key to writing an outstanding research paper. A few things to keep in mind when you take notes:

1. Do not try to read a whole book or chapter before taking notes. Read one or two paragraphs and decide whether the information is important to you. If it is, take notes on it.
2. Only take notes on information that is new to you. If you already knew it, such as the capital of France is Paris, you do not need to take a note on it.
3. Only take notes on information that will that you need to know to write your paper.
4. Unless you want to quote the author, put the notes in your own words. This will help you avoid plagiarism!
5. If you are quoting from the source, copy it word for word and put it in quotation marks.
6. Notes are used to remind you of what you read. Therefore it should be in bullet form and not complete sentences.
7. Write neatly the first time! If you cannot read what you wrote ten minutes after you wrote it, you will have wasted your time.

Note Cards

All of your notes will go on note cards. When you make your note cards do the following:

1. Use index cards.
2. In the upper right corner of the card put the Source Card Number of the source that you are taking the notes from. Do not use the same note card for more than one source.
3. Across the top of the card, write the topic of the notes. Each note card should only cover one topic.
4. Use bullets when writing your notes.

5. On the lower right corner, write the page number of the book that you found the information. No more than 2 – 3 consecutive page numbers should be used. If you found the information on many pages, make a new note card.
6. You will have more note cards than you will source cards.
7. Write neatly!

Sample Note Cards:

	Source Number
Topic of Note Card	
<ul style="list-style-type: none">• Note # 1• Note # 2• Note # 3• Note # 4	
	Page #

	Source #1
How Hitler Died	
<ul style="list-style-type: none">• Died on 30 April 1945• Committed suicide by taking cyanide• Tested cyanide pill on his dog, Blondi, first to make sure it worked• Body was burned in a shell hole in the garden of the Reich Chancellory	
	42