Note Cards

Once you have settled on a topic and have a working outline, you are ready to take notes on **4"x6" note cards**. Note cards are used to record the information needed for your paper. Every piece of information that appears in the paper MUST appear on a note card.

All note cards must be direct quotes, either handwritten or duplicated from your sources. The information MUST be copied on the note card verbatim, word for word, EXACTLY as it appears in the source.

Remember: "quotations" are not necessarily those statements that appear in quotation marks in your articles or books; a direct quotation is simply a set of phrases or sentences that someone other than you wrote.

Each note card should contain only **one** idea or set of facts. It should fit under a single topic heading from your outline.

If a source you have saved or printed appears to contain a great deal of useable information, highlight or underline the sentences or paragraphs that pertain to your subject. You can then handwrite these onto your note cards, or if you wish, you can cut and tape them onto your note cards.

A typical note card should contain the following:

1. source card number (upper right corner) and color that matches the source card
2. subject heading that indicates what the card is about
3. information copied from the source
4. page number(s) on which the information was found
5. Later, when you are ready to write your rough draft, an outline correlation and a note card number which indicates the place in the paper where the information appears

Below are examples of note cards with both handwritten notes and printed notes.

4" x 6" note cards   Subject heading

I. B. Fight Scenes ②	II.A. Russell Crowe ④
Ron Howard isn't the most agile director in the ring, but he knows how to build suspense, and he smartly keeps the fight scenes bearably bloody.	I make much of Crowe's dramatic integrity because without it, what is being touted as Howard's "grittiest" picture would lose a fair measure of its grit . . .
p. 104	Web

Page number   Source card number
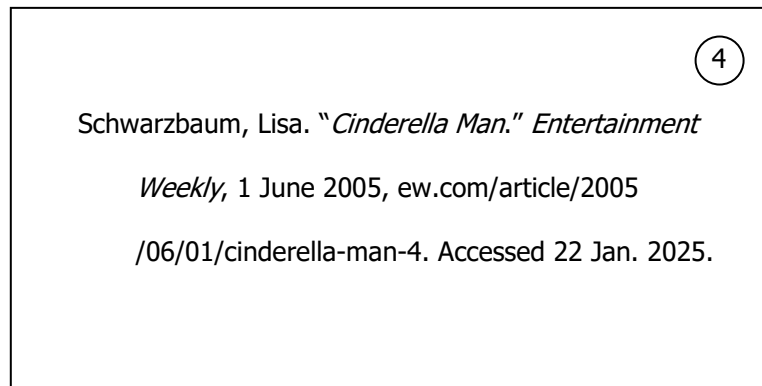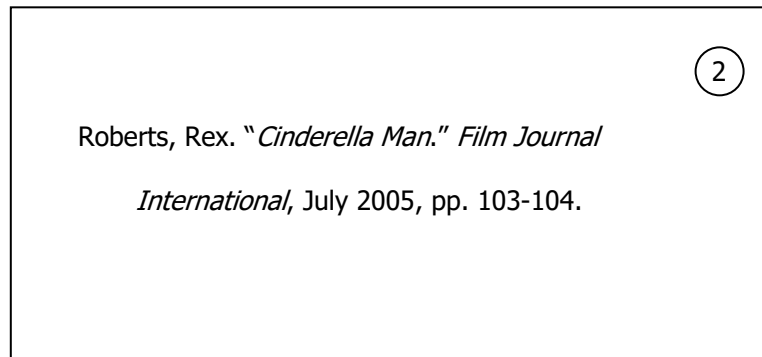
*Place your name on the back of the cards

Source Cards

Source cards are **3 x 5 index cards** (the small ones) and will contain the MLA citation for a source—information that one would need to find that source. You will use three types of sources: websites, periodicals, and databases. Below is an example of each. Note that each source card has its own color and its own number (written in the upper right-hand corner). I find it helpful to number them sequentially in the order of usefulness, my most useful source numbered "1." Ultimately, the numbers don't mean anything; they're simply to identify your sources. The color of the source card is the same as the number—it labels the source in a sense. When you take notes on a source, you will use the number and color of its source card for the 4 x 6 note cards that come from that source. Again, each source card should be a different color, and the note cards from that source should be the same color and carry the same number as the source card.

Internet Source Card

> (4)
>
> Schwarzbaum, Lisa. "*Cinderella Man.*" *Entertainment*
>
> *Weekly*, 1 June 2005, ew.com/article/2005
>
> /06/01/cinderella-man-4. Accessed 22 Jan. 2025.

Magazine Source Card

> (2)
>
> Roberts, Rex. "*Cinderella Man.*" *Film Journal*
>
> *International*, July 2005, pp. 103-104.

Database Source Card

> (3)
>
> Lane, Anthony. "Looking for Heroes." *The New Yorker*, 6 June
>
> 2005, p. 106. *Gale In Context: High School*, link.gale.com
>
> /apps/doc/A133710618/GPS?u=tel_k_cmsmb&sid=bookmark
>
> -GPS&xid=fba6085f. Accessed 2 Feb. 2025.