

## NOTE CARD FORMAT

Use white, lined index cards.

|        | Author(s)<br>(last name, first initial) | <u>Title of Book</u> or<br>"Title of Article"<br>(Abbreviate – be consistent) |
|--------|---|---|
| Page # | One fact/idea                           |   |
|        | • supporting detail                     |   |
|        | • supporting detail                     |   |
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### Things to remember when taking notes:

- **Put one idea or fact on each card**, along with one or two supporting details or examples.
- Include the author's name, abbreviated title of the source, and the number(s) of the page(s) on which you found the information.
- **Summarize, paraphrase, or quote.**
- **Summarizing** means putting the main idea(s) into your own words and only including the main point(s).
- **Paraphrasing** means rephrasing or rewriting the ideas, words, phrases, and sentence structures of an author in your own words without changing the author's meaning.
- **Quotations** are the exact words of an author. When quoting from a source, use quotation marks and copy directly from the text word for word.
- Use more cards rather than fill up a few. Having just one fact or idea per card will allow you to group related cards into subtopics and order them for your presentation or outline.



