

NOTE CARD FORMAT

Use white, lined index cards.

	Author(s) (last name, first initial)	<u>Title of Book</u> or "Title of Article" (Abbreviate – be consistent)
Page #	One fact/idea	
	• supporting detail	
	• supporting detail	

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.

