

## Source Cards and Note Cards

**Purpose:** To record your research findings, and later to organize your research into a coherent outline in preparation for writing your paper.

Requirements: Use 3 x 5 lined index cards

4 At least 8 source cards (with at least two print sources and two primary sources and one JSTOR source)

25 At least 50 note cards

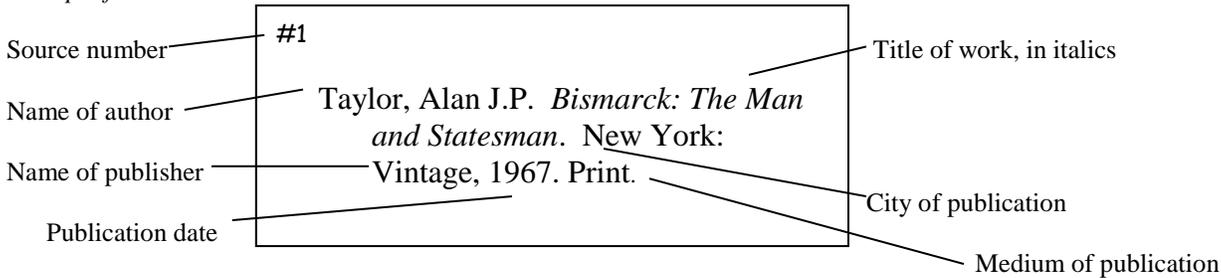
You will choose to do these notecards by hand (#1 and #2 below) or online (#3 on next page)

For each **source** you use, you will create a **source card (hand-written)** or a **Bibliography entry (online, via EasyBib)**. This will contain all the information you will later need for your **Works Cited page**.

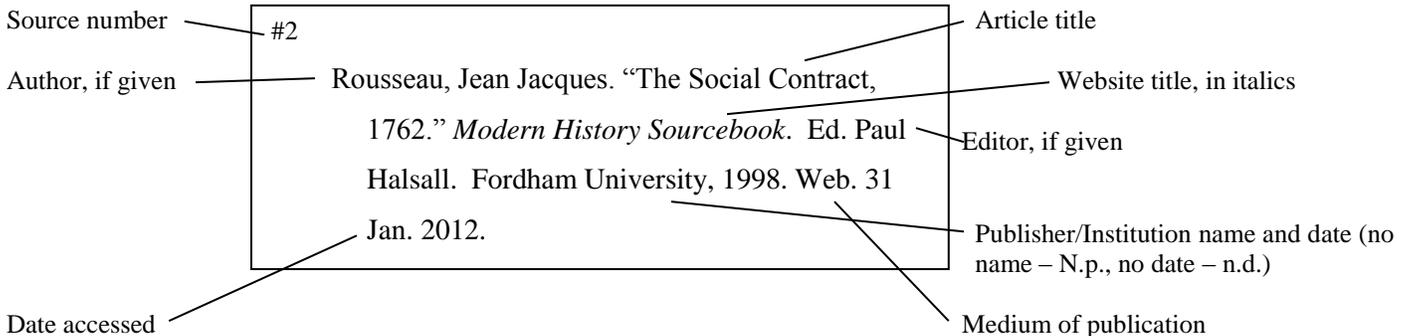
**Helpful websites for citations:** <http://owl.english.purdue.edu/owl/section/2/11/>  
[http://bcs.bedfordstmartins.com/resdoc5e/RES5e\\_ch04\\_o.html](http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch04_o.html)

**1) HAND-WRITTEN SOURCE CARDS** Use only 1 card per source. Number each source in the upper left corner (this number will correspond to the note card that contains notes from this source)

Example for a book:



and an internet source:



**2) HAND-WRITTEN NOTECARDS:** it's like taking notes, but more structured

Eventually, you will be able to organize your notecards by topic and fact like pieces to a puzzle, in order to construct your outline for your paper. Taking effective notes requires accuracy, attention to detail, and simplicity.

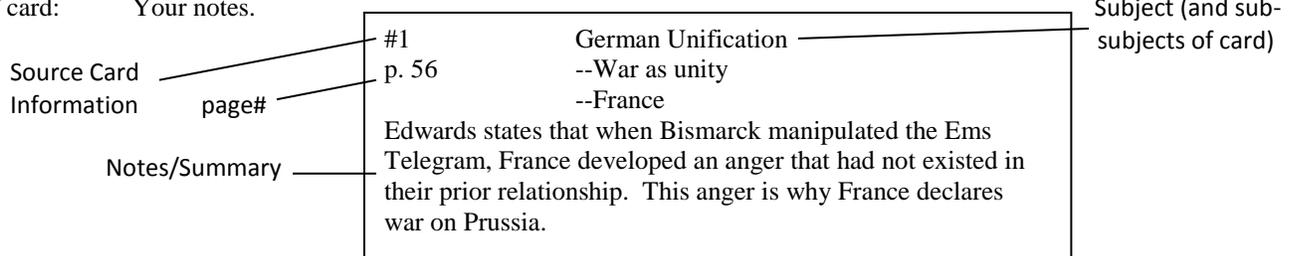
Each note card should contain **a single, distinct fact** with perhaps some brief analysis. You should **paraphrase** or **summarize**. Only use direct quotations if a) you can't possibly say it any differently, or b) the author's use of language is incredibly brilliant and you can't resist.

**Format:**

Upper left corner: Source card number. This will help you keep track of where your information is from.  
 Page number (if source has a page #). This will be critical when you use citations in your paper.

Center top: Key term/ main idea. These will help you organize your ideas later and help stay focused on topic.

Body of card: Your notes.



### **3) ONLINE SOURCE AND NOTE CARDS**

You may complete Source Cards (which are entered in the “Bibliography” tab in EasyBib) and note cards (these will be notes in the “Notebook” tab of EasyBib) online. Instructions will be provided online by your teacher and can also be [found here](#) (Skyline Home Page > Library > Resources by Subject > Writing and Research > EasyBib Online Note/Source Card Instructions)

**Some helpful tips on taking notes from the [Purdue University Online Writing Lab \(OWL\)](#):**

1. *Be succinct in whatever you write, but don't rely too heavily on mental notes because you're afraid of writing too much down. Even if it's just background data, boil it down to a short phrase on paper. Remember, notes are like drafts: you will not end up using everything you write down. It's better to have too much than not enough.*
2. *It's fine to copy down duplicating facts. For major issues, having more than one person who agrees with you strengthens your point. Just make sure to record who said what each time.*
3. *It's also okay to copy down contradictory information. Analytical papers often include opposing views and even for argumentative papers, acknowledging an opposing viewpoint that is easily disproved by its counterpoint is always a good rhetorical tool.*

**Specific tips to facilitate comprehension later on**

1. *Don't overuse abbreviations or symbols—make sure you'll be able to understand your notes later.*
2. *If you find ideas or reactions coming to you while you're researching, make sure you keep your thoughts and insights separate from your other notes. Using different coloured pens or physically shifting from "me" to "others" cards is a great way to maintain the distinction.*

### **4) SOURCE EVALUATION**

**If you choose to use sources other than library databases (SHS and KCLS) and books, take these steps:**

A. BEFORE you create source cards and notes cards, complete the form on the [SHS library page](#) (Skyline Home Page > Library > Resources by Subject > Writing and Research > Source Evaluation Tool); then follow the next steps. You will either:

- 1) use the source,
- 2) use the source and complete the Source Evaluation questions below for EACH non-database/book source, or
- 3) do not use the source as a reference

B. Source Evaluation. 1) You must answer all of the following questions for sources that are not library databases, books, or sources deemed usable according to the Source Evaluation Tool (see above). 2) This is a separate part of the assignment, not part of your paper or works cited page, use a separate sheet of paper (you may include multiple source evaluations on the same sheet of paper). 3) Your answers must be typed.

1. List the full citation for source.
2. Type and origin of source: print, digital, or internet source? Primary or secondary?
3. Author? Author's qualifications? Author's purpose? Intended audience?
4. Point of view? What conclusions can you draw about the point of view of this source? A particular point of view does not make a source unusable, but it is important to recognize and ANALYZE the point of view. (ex: a primary source from the Catholic church regarding Martin Luther is very useful, but recognize that the church has a particular POV)
5. Credibility of information? Is there an editor (meaning, has someone/some organization checked the information before it was published on the web?)? How do other sources confirm or contradict this information?
6. When was the information written and updated?