SOURCE CARDS TO NOTE CARDS

Note Cards – Step Two

WRITE THE FOLLOWING INFORMATION ON THE NOTE CARD

- **Top Line**
  - **Subtopic (left)**
  - **Source card letter (right)**
  - **Note card number (behind source card letter)**
  - **Begin renumbering with every new source**

Note Cards – Step One

ONLY WORK WITH ONE SOURCE AT A TIME!!

- Choose a source
- Locate the first paragraph in the source you want to use in your paper
- Identify the subtopic for that paragraph
  - If more than one subtopic exists in a single paragraph, you will need to separate the subtopics.

Note Cards – Step Three

Internet and Data Bases

- **Cut paragraphs from research**
- **Glue 1 paragraph / subtopic per note card**
- **Must cut paragraphs in half if they contain multiple subtopics**
- **Write page numbers at bottom (if not available write *no page*)**

Note Cards – Step Three

Books

- **Copy information word-for-word onto card**
- **Information may be photocopied or typed and then cut and glued**
- **Write page numbers at the bottom**

Note Cards

- Remember to work with one source at a time
- Paragraphs divided between two pages may be placed on the same card
  - Draw arrows to label page numbers

Box Requirements

- **5 source Cards**
  - **Lettered**
  - **Source note**
  - **Tabs**
- **80 note cards**
  - **Labeled**
    - **Subtopic**
    - **Source letter**
    - **Note Card #**
    - **Page # (or no page)**