

Note Card Directions

General Instructions

- Use 4 x 6 cards.
- Write enough information so that you can recollect significant points.
- Try to put down information in the same way you think you might use it later.
- Key content cards to bib cards.

Quotations

- Quote only words, phrases, lines and passages that are particularly interesting, vivid, and unusual or cannot be said as well if put into different words. Keep all quotes brief as possible. Over quotation can bore your reader and you might lead him/her to conclude that you are neither an original thinker nor a skillful writer. Identify whom you are quoting and his/her title in the text of the paper as well as citing it after the quote.
- When you need to alter a quote to fit your needs, you can use ellipses (...) to indicate that you, the writer, have something in the sentence of the quote.
- If you quote, copy exactly the words, punctuation, etc.

Paraphrase

- Paraphrase is defined as putting information in your own words without changing the meaning.
- Use your own phraseology! Paraphrasing is not merely an exercise in you well you can use a thesaurus!
- Paraphrase is not a summary. It should be similar length to the original, just in your wording, not the author's.
- Do not change the author's intent or meaning.
- Remember that all major concepts must be demonstrated in note cards or plagiarism will be assumed!

Indirect Quote/Paraphrase Sample Note Card: Author's information is written down in YOUR OWN WORDS. The majority of note cards should be of this type.

Slug: a specific heading that details what the "note" is about. Used as a way to find note later and possibly to become a heading for your outline later.

Citation: Gives author and page number where information is found. If no author is given, use title in quotation marks. If no page is given, write np for no page

adult vs. teen
views

(Tell 8)

Even though a recent Public Agenda report found that 7 of 10 adults think teens are rude, the teens themselves believe they have good relationships with their parents, friends, and strong religious beliefs.

--according to Henry Giroux, author of *Channel Surfing*

Direct Quotation Sample Note Card: Note card is written word for word, comma for comma, etc., exactly the way it was published. It must be put into quotation marks. Use these sparingly; only for information so well worded it would lose impact if paraphrased.

adult vs. teen views	(Tell 8)
“The Public Agenda’s Report, ‘Kids These Days: What Americans Really Think About The Next Generation,’ underscores the fear that teens are no Longer at-risk; <i>they are</i> the risk.”	
--according to Henry Giroux, author of <i>Channel Surfing</i>	

If the quote or idea is by someone other than the author, you **MUST** indicate that on the card by writing “according to” at the bottom of the note and then naming the source and his/her qualifications.