



# NOTE CARDS

A Note Card System promotes organization as you record important facts, ideas, statistics, and quotations and put this information in a form that is convenient to use. Your note cards contain the core information you will use to 'build' your paper. A special note: Make sure that direct quotations are copied accurately, and use quotation marks to distinguish them from other types of information.



If no author is given, use the title. If no page numbers are given, use the access date.

A letter from the alphabet that refers to the source card. Place the same letter on the matching source card.

A title for the subtopic or argument.

Source Code  
Subtopic

Author or Online Source  
Page Numbers or Access Date

- Interesting fact related to subtopic
- Interesting fact related to subtopic
- Interesting fact related to subtopic

Note: You are not limited to three facts.

(Index Card)

**RESEARCH CARD FORMAT**

Researched information should be recorded in outline or paraphrase format.

If no author is given, use the title. If no page numbers are given, use the access date.

A letter from the alphabet that refers to the source card. Place the same letter on the matching source card.

A title for the subtopic or argument.

Book A  
Inventions

Langley, Andrew  
53-54

- created designs for a helicopter and tank (53)
- heated water using solar power (53)
- designed the first working calculator (53)
- invented a machine for testing wire strength (54)
- invented the automated bobbin winder for year and thread (54)

(Index Card)

**RESEARCH CARD SAMPLE**

Researched information should be recorded in outline or paraphrase format.

If no author is given, use the access date.

A letter from the alphabet used to match the source card with the research card.

A title for the subtopic or argument.

Source Code  
Subtopic

Author

Book Title or Online Source

Using the Works Cited Reference Card as a guide, place all necessary Works Cited information for a source on the source card.

(Index Card)

**SOURCE CARD FORMAT**

Make sure to record all the necessary works cited information at the time you use the source.

If no author is given, use the access date.

A letter from the alphabet used to match the source card with the research card.

A title for the subtopic or argument.

Book A  
Inventions

Langley, Andrew

Da Vinci and His Times

Langley, Andrew. Da Vinci and His Times.  
New York: DK Publishing, Inc., 2006.

(Index Card)

**SOURCE CARD SAMPLE**

Make sure to record all the necessary works cited information at the time you use the source.