Source Cards

Bibliography or source cards have three purposes:

1. To record all the information needed to find the reference in the library.
2. To record the information needed for the parenthetical citations for the paper.
3. To record the information needed to prepare the final Works Cited for the final paper.

SAMPLE SOURCE CARD

Ellison, Ralph
Shadow and Act.

Be sure to number your sources in the right hand corner of the card. This will save you a great deal of time when you are writing the information on your notecards.

Notecard Format

Taking notes is a very important step in researching. You must record enough information and details, but not completely “lift” material. You must decide when it is best to use direct quotes and when it is best to paraphrase. Never copy something word for word unless you’re quoting something. And remember… whenever you use someone else’s idea (anything you didn’t already know) you must use a citation! Failure to do this is called plagiarism and is illegal.

Notecards are very useful tools if used properly. Use the following format for your notecards. Be sure to include all of the necessary information.

NOTECARD SAMPLE

Slug: junk food
Page #: 44
Source #: 3

Note: Junk food “gives you quick energy, but it also gives you a quick letdown”

Personal Comment: Might be a good quote For the conclusion.

Slug: A word or phrase stating what that card is about.
Source #: Using your “works cited” page, write which source this is from. You may number them for now but by the time you type your final copy, they will not be numbered, just in alphabetical order.
Page #: What page you found the information on.
Note: Here is the note itself. If it is a direct quote, be sure to put quotation marks around it. Otherwise PARAPHRASE!
Personal Comment: This is optional. It may be a reminder of where you want to put this in your paper or that it is extra info.