

TAKING NOTES

This is the single most important part of pre-writing. If you do this correctly, the actual task of writing will be simpler. Although there are several effective methods for note-taking, one possible strategy is the use of note cards. For an additional method, please see page 50.

Using Note Cards

BIBLIOGRAPHY CARDS: Use **one** index card for each source you consult and record all of the necessary publication information. Add the library call number for a print source so that you can locate the text again. If you are using only one essay from a collection or a single article from a periodical, indicate the page numbers. See the section on Works Cited for further information on what to include. Number each card for easy cross-referencing.

NOTE CARDS: Use four-by-six inch index cards to record information related to one sub point on your outline. List the section of the outline on the top of the card. Below that list the corresponding source number from your bibliography card followed by the specific page number on which you have found relevant information. Write on only one side of each card. Begin a new card every time you change to a different section of your outline OR if you are using information from a different source or a different page. Placing the major headings or minor sub-headings and their corresponding letters and numbers from your outline at the top of each note card will help you identify and distinguish between main ideas and subordinate points.

Using Quotations on Note Cards

The most effective way to avoid quoting too many words is to combine quotations with paraphrasing. A good researcher is meticulous in dealing with another's words. **Be careful to provide the context for the quotation by paraphrasing; mark the quotation itself clearly on your note card using heavily emphasized quotation marks. Don't forget to indicate the exact page number for every direct quotation on your note card.**

When you wish to eliminate some words in the middle of a quotation, use the *ellipsis*, three dots in place of the omitted word or words. If you are including a quotation with an ellipsis at the end, be sure to still include a period after the citation. When you eliminate words from someone else's statement, **be sure to avoid changing the author's meaning or emphasis.**

See the section on pages 15-17 for help in paraphrasing and using quotations.

CORRECT NOTE CARD FORM

SAMPLE BIBLIOGRAPHY CARD

(Where source can be located)
X

Listed here on the card is bibliographical information about this source. See pages 23-35 for specific information. If this source information first appeared somewhere else, include both where you obtained this information and where it was originally published.

#1
(Your source #)

SAMPLE INFORMATION NOTE CARD

II. A. Chopin's Childhood
(Section of outline you are taking notes on)

#1	21
(Source #)	(Page # on which you are taking notes)

Here you will list your information, from this source and this page number, to be used later in your paper. You may either take a direct quote in quotation marks or a paraphrase of the same in your own words. The research manual suggests using a direct quote only if it is highly memorable. Otherwise, it is best to paraphrase information. You may combine paraphrase and quoted information on the same card, as long as all the information is from the same source and same page.

PLEASE REMEMBER THAT YOU MUST START A NEW INFORMATION NOTE CARD EVERY TIME YOU SWITCH TO A DIFFERENT SUB POINT ON YOUR OUTLINE, A DIFFERENT SOURCE, OR A DIFFERENT PAGE NUMBER.