

P.A.C.E. at Bonita High School

Note Card Format and Practice

Each note card must have the following:

- The title of the source or the source number/letter
- A specific heading or section title indicating the content of the notes on the card
- Notes in direct quotes or one sentence summary or paraphrase
- The page number(s) the notes were taken from
- On back of the card, identify the notes with the word quote, paraphrase, or summary

Practice Card:

Your Name: _____ Per. ____
Heading: _____ Title or Source number/letter: _____
Notes:

On back: _____
One sentence summary or one sentence paraphrase card

BOOK:

A

Author's Last Name, Author's First Name.

*Book Title. City of Publication: Name
of Publisher, Copyright Date.*

PERIODICAL:

D

Author's Last Name, Author's First Name.

*"Article Title." Magazine/Newspaper
Title. Date: Page Numbers.*

INTERNET:

F

Author's Last Name, Author's First Name.

*"Web Page Title." Web Site Title. Date
created or updated. Sponsor/Corporation.
Date logged on. <Web Address (URL)>.*

DIRECTIONS:

1. Before you take notes from any source, create a source card.
2. Remember to put a new letter in the top right corner of each one.
3. Put the SAME letter in the top right corner of every NOTE card that contains information from that source. That way, every note card that you create will have a corresponding source card. (This will make life a lot easier later on, after you have created a giant stack of note cards and have rearranged them into different categories, because you will need to remember where each one came from).

REMEMBER . . .

- *Hanging indentation* (The first line begins on the margin; the second and subsequent lines are indented).
- *Punctuation* (Pay attention to each comma, colon and quotation mark; these are MLA rules and cannot be broken. If you get them right now on the source cards, then you will get them right later in the research paper, when it really counts).