

# Sample Note Card

*Author: Identifies where you got the information. If no author or more than one source by that author, use the title.*

*Topic: Identifies where this fits into your outline/paper*

This is the part where you put your notes.

1. Summarize when you need to capture the main idea. Use your own words
2. Paraphrase, or restate in your own words, when you want to record the specific facts or ideas.
3. Quote - If you will be directly quoting the article, write the text word for word.

Do not put more than one source on a card.

Do not put more than **one idea** on a card. You want to be able to move the cards around to organize your paper and that is not possible with multiple ideas on one card.

Write the page number or paragraph number (for internet sources) to show where you obtained the information. This will be used for parenthetical documentation.