After having taken marginal notes on the sources you found in your research, a writer create note cards. Ideas noted in the margins are put, one per card, on note cards, allowing you to organize them, bringing together ideas from different sources, to help plan your paper.

First Word(s) in Source Entry

Outline Place

Reason A Listening to Music

Listening to music puts the student into a positive mood which has a positive effect on his or her performance.

Opinion

Line 30-31

Noted Idea

Fact or Opinion?

Page or line number

Tips for Creating Note Cards

1. Write only one main point on a note card

2. At the top left of each note card, write whether the notes is for a reason, evidence, your claim, your background, your hook, or your concluding thought..

4. Write only essential words, abbreviate when possible.

5. Be accurate: double check direct quotes and statistics.

6. Identify direct quotes with quotation marks and the person's name.

7. Bracket your own words [ ] when you add them into a quote.

8. Use ellipsis points (...) where you leave out non-essential words from a quote.

9. Distinguish between 'fact' and 'opinion'.

10. At the top right of each note card, include the first word(s) in the source's .

11. Write the page number or line number of idea in the source after the note.

12. Use the word 'over' to indicate information on the back of the card.