

## TAKING GOOD NOTES<sup>1</sup>

- Good note cards are the key to a well-developed, easy-to-read paper and will help with the actual writing of your paper.
- The amount and kind of information you write on each card will vary with the type of notes you take, which will be guided not only by the information you record but also by the way you think it might be used in your paper.
- Before you start, be sure you have written down the bibliographic information for your source on a sheet of paper where you will keep your sources.

### HOW TO TAKE NOTES:

1. Write your notes on 4x6-inch cards.
2. Write only on *one* side of the card.
3. Then, **write the book or author's last name** on the left corner of the top line.
4. Write only one idea from one source on each card.
  - Make it a habit not to continue onto a second card. Break the material into separate ideas
5. **If you want, you can write the information in a direct quotation.**
  - If you do this, be sure to put quotation marks around the quote so you remember that the words are not your own.
6. After you write the information, be sure to **write the page number** on the bottom of the card

### FRONT OF CARD SHOULD LOOK LIKE THIS:

Author's last name/Title
One fact or idea about your topic
If you copy the words directly, use quotation marks.
Page number if you are using a book.

---

<sup>1</sup> Adapted from 10 Steps in Writing the Research Paper