

## 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.

