

**Information for Note cards:**

- 1. At the top should be a heading that indicates the topic or area that the note covers.**
- 2. At the bottom should be the author's name (or article title if no author) and the page number. (Indicate n.p. if there is no page number). If your author has written more than one document, indicate the specific source by adding the title of the article/work or the second author to the piece.**
- 3. All notes should be direct quote citations (which means verbatim with quotations around the information). You can change the info to a paraphrase or summary in your paper, should you choose to do so. However, by writing a direct quote, you have no doubt about the intent or the wording of the actual original document.**
- 4. No note card should have long passages on it. Especially, the notes on the card should never continue onto the back of the card.**
- 5. To facilitate the process, please have the first note card be your thesis statement so that I can determine if the notes you took are on topic. (This would make the 21<sup>th</sup> card you would hand in.)**
- 6. Remember that although you only need a minimum of 20 note cards, 10 should be from at least 4 different secondary sources, and 10 should be from the primary source(s).**
- 7. You may use noodletools to create your note cards, or you may hand write them. The choice is yours.**

**Example: taken from *William Blake: His Life* by James King (1991)**

**Blake's political involvement**

**“Blake remained a disgruntled observer of – never an active participant in – English political life. His closest brush with active radicalism came when he was ...in the Gordon riots.”**

