

Electronic Note Card Template

Effective writers keep careful track of the information they read and research. They create logical labeling systems that allow them to track information taken from multiple sources.

One such way is the electronic Note Card system I've developed here. Like handwritten notecards, there is a bibliographic card labeled Source 1, 2, 3 . . . and so on. Below the bibliographic card are the individual pieces of important information that I have pulled from my careful, annotated reading of the source.

Each single idea (summarized, quoted, or paraphrased) is given a separate card.

The cards are created by going to the Insert tab and inserting a table into my Word document.

Source X – This is the full bibliographic citation for where you found the information for your Source X “cards.”

For books include:

- Author
- Title
- Publisher
- Place of Publication
- Publication Date (Copyright date)

For periodical articles include:

- Author
- Title of Article
- Title of Journal/Magazine/Newspaper
- Volume/Issue Number
- Date of Publication
- Page Numbers
- Type (Web or Print)
- If Web-based, Date You Accessed the Source

For internet sources include:

- Author
- Title
- Title of Web Site
- Sponsor of Web Site
- URL
- Date of Electronic Publication or Latest Update

Topic Electronic Note Card Relates To – Source X

<p>Paraphrased, summarized, or quoted information you found here.</p> <p>For information on how to paragraph, summarize, and quote, read pages 218 – 224 of your textbook and follow the good advice given there.</p> <p>Page #</p>
<p>Topic Card Relates to – Source X</p> <p>Paraphrased, summarized, or quoted information you found here.</p> <p>Page #</p>
<p>Topic Card Relates to – Source X</p> <p>Paraphrased, summarized, or quoted information you found here.</p> <p>Page #</p>

Make a separate table for each source. The table sections clearly separate the ideas you take from your source in much the same manner a real notecard does.

An Example:

<p>Source 1:</p> <p>Author: X.J. Kennedy, Dorothy M. Kennedy, and Marcia F. Muth Book Title: Writing and Revising, Second Edition Publisher: Bedford St. Martin's Place of Publication: Boston or New York Publication Date: 2015</p>
<p>Selecting Persuasive Supporting Evidence-- Source 1</p> <p>Most college instructors will expect you to use the opinions and writings of other authors to support your thesis. This is because as you join the conversation about an idea, you build upon that conversation. You add your own voice to the discussion.</p> <p>Page 41</p>
<p>Using the Statement-Support Pattern—Source 1</p> <p>A common way of supporting a topic sentence (the topic of a paragraph) is the claim/statement/assertion followed by the supporting evidence that you will use to back up the topic. This pattern is called the “Statement-Support Pattern” by the authors.</p> <p>Page 42</p>