**WCTA Social Studies**

**How to Do Research Note Cards**

Every piece of information (summary, paraphrase, direct quote, etc.) that you draw from any source should be recorded on a NOTE CARD. Remember pictures have to be included!

How to set up your NOTE CARDS:

1. ON the top-right corner of the card, write the number of the source (from source documentation sheet) where you found the information.
2. After the #, write the number 1 on the first card from that source (ex: “1-1”). Use the number 2 for the second card, 3 for the third, etc.
3. In the center of the card write down one fact, quote, or piece of information from that source.
4. In the top-left corner of the card, note whether your card represents a direct quote, a summary or a paraphrase of the source
5. On the bottom-left corner of the card, write down the page number where the information can be found in the text. If your source is an internet source, you may or may not have a page number. In that case, write “np” for “no page number”. Do not leave it blank. This way, you know that you did not accidently forget it.
6. On the bottom-right corner of the card, write a short phrase that will label the topic or subject of the information on that card.