

# Source Cards

## Why Source Cards?

Source cards are a valuable research tool. They provide a handy place for you to record information about the sources you use in your research. Jotting down this information will help you locate sources again and will make completing the works consulted page later much easier.

## Remember:

- ❖ Use a separate index card for each source.
- ❖ Assign a number to each source, and write the number in the upper right corner.
- ❖ Follow the correct format for the particular type of source.
- ❖ Correctly punctuate, underline, and indent each source.
- ❖ Typical places to find information for source cards are title pages and copyright pages of books, covers of magazines, and the “hits” of an Internet search.

### Book Source

1
Anderson, Virgil. <i>Art of Japan</i> . New York: McGraw-Hill, 1992. Print.

Source  
Number

### Example 2 Encyclopedia Article

2
Jacobs, Marc. “Artist.” <i>Career Information Center</i> . 1996. Print.

### Example 3 Web Site example

3
Wiles, Andrew. “Solving Fermat: Andrew Wiles.” <u>NOVA Online</u> . PBS. Org, Nov. 2000. Web. 8 June 2010.



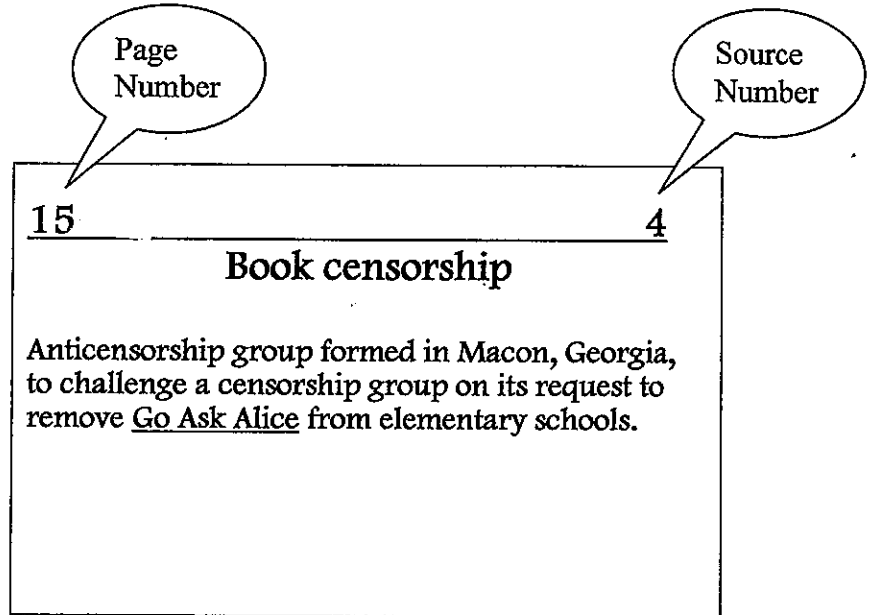
# Note Cards

## If You Jot It, You've Got It

Note cards are used to record all information needed for the term paper. Note cards permit you to find information fast. They also allow you to organize and reorganize material easily when it's time to write your rough draft.

### A Typical Note Card:

- ❖ Write your information on only one side of the index card.
- ❖ Each card must have a short label to identify the information it contains as well as the information in note form. You should also list the source.
- ❖ Record only small amounts of information on each card. Use one main idea per card.
- ❖ Number your note cards on the back of the index card.
- ❖ Keep all of your note cards in a plastic bag to avoid losing them. If you lose your note cards, you'll have to recreate hours of work.
- ❖ Use quotation marks where needed. Use quotations to support your ideas.
- ❖ Avoid using long quotations.
- ❖ Use ellipses (three dots) when words within a sentence are left out. If words are left out at the end of a sentence, use the ellipses plus a final period (four dots in all).
- ❖ Write legibly and avoid plagiarism. Don't copy sentences without showing you are using a direct quotation.



### Example 2

10	Quality of films	2
"The beauty of a shot...depends on whether or not it explains what it seeks to explain..."		

### Example 3

44	Suffrage-England, early 1900's	3
Mrs. Pankhurst led militant groups of woman.		

# Practice with Note Cards:

Directions: Now try your hand at taking notes for a research paper on the early development of the TV industry. For each quoted excerpt below, write a note card that sums up the information. Be sure to include a label and the source on each note card.

The following excerpts are from this source.

Campbell, Robert. *The Golden Years of Broadcasting*. New York: Scribner's, 1976.

1. As recently as our grandparents' time, the airwaves were silent. With the exception of a few men, no one expected them to be otherwise. Those were the days of what is now referred to nostalgically as "small-town America." A world-wide communications network offering radio and television would have seemed idle fantasy. (18)

18

1

## Communication

During our grandparents' time, the airwaves were silent, and the time was referred to as "small-town America." No one thought things would change. Radio and television was only a fantasy.

2. What did people do with themselves for entertainment? They went on picnics. They went to band concerts in the park. They saw, occasionally, a traveling theatre group. By far the biggest event... was the arrival of the circus in town....There was a lot of small-town America to cover, and the circuses went to the people rather than the other way around. (22)

3. Local newspapers also made some contact with the "outside world," using wire services, which transmitted news over telegraph lines. Nevertheless, the main news source was the Sunday paper from the local metropolis: the *Baltimore Sun*, the *Chicago Tribune*, the *St. Louis Post Dispatch*. (23)