**Bibliography/Source Cards**

You must complete a bibliography/source card for every source you use. A bibliography card contains all the information you will need to complete your “Works Cited” page. **Complete a bibliography card before you take any notes from a source.**

A sample bibliography card for a book:

|  |
| --- |
|  1 Crick, Bernard. George Orwell: A Life. Boston: Little,  1980.PR 6029.R8 Z627 1980 |

Necessary Information:

|  |
| --- |
|  Source #MLA Style CitationCall # (If the source is a library book.) |

**\*Complete a bibliography card BEFORE you begin to take notes from a source!**

**Requirements for Note-Taking**

1. All notes should be taken on cards, one item to a card, on one side only. The note cards will be used in the outlining process, and it is easier if all of the information is on a single side of the card.
2. Number each note card to match the appropriate bibliography card. This allows you to quickly and accurately record the source of the note.
3. Be sure to include page numbers for notes if the source is more than one page long. If your original source is not paginated, you will not need page numbers.
4. Types of note taking:
	1. Summarize-This allows you to record the general idea of a large amount of information.
	2. Paraphrase-Put the information into your own words. This should be used when you desire detailed information, but you do not require the author’s original phrasing.
	3. Quote-Be careful! Only use quotes to capture author’s individual ideas, unusual style, etc. Direct quotes would not normally be appropriate for basic facts or commonly held knowledge.
5. Remember that your notes should contain information that can be used to support the thesis and topic sentences you are arguing in your essay.

**Requirements for Sources**

1. Four of the five sources you use should be found vis-à-vis the catalogues and databases of the LFA Library.
2. One of the five sources you use should be a graphic. Examples include a photograph, a cartoon, a graph, a chart, and a map, but there are other possibilities as well.
3. The first five sources you put your hands on will not necessarily be the best ones for your argument. You must comb through more sources than the required five to find the best ones. Thus you should end up with more than five source cards. If you do not have more than five source cards, you will lose points for not being thorough.