Note-taking Systems:
Option #1: Notecards

Step 1: Bib Card

After you find your source, BEFORE you start taking notes from it, you must create a bibliography card. Your bib card should contain the properly formatted MLA citation, the source number and a brief description of how you plan to use the sources (optional). You MUST use MLA 8. See the OWL for help.

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                                                       Source #1


   Gleick, James. Chaos: Making a New Science.
       Penguin, 1987.


   I plan to use this book in my refutation to help
   disprove the theory of evolution.
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Step 2: Note Cards

After you have made a bibliography card, you can begin making notecards from this source. A notecard can contain a QUOTE, which you should put in quotation marks. It could also contain a PARAPHRASE (put a (P) after the note – no quotation marks), or a SUMMARY (put a (S) after the note – no quotation marks). The note card should have a TOPIC in the upper left corner (kind of a main idea that the card is about), a source number in the upper right corner (this tells which source the information came from), and the page number in the lower right (if you use a website source, put a W in the lower right corner; if it is from a database it will have a pg. #).

It is LIFE-OR-DEATH IMPORTANT (notice my excellent use of hyperbole) that you keep track of when you have copied from a source and when you have used your own words, because losing track of this leads to plagiarism, which is a form of theft and has severe consequences.

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   Disproving Evolution (Ref.)                         Source #1



   "One of the greatest arguments against evolution is that no one has
   ever seen it happen"




                                                              p. 45
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Step 1: Source Information

If you would rather type out the notes, you should have a different page for each source. Start by placing the correctly formatted MLA citation at the top of the page using the same format as the source card (remember to use MLA 8!).

Step 2: Bullet Point Notes

Create bullet points beneath the source citation for your notes, double-spacing between each bullet point. Each bullet point counts as one note. Make sure to differentiate between direct quotes (" "), paraphrases (P) and summaries (S). After each quote/paraphrase/summary, you should have the topic listed.

Sipher, Roger. "So That Nobody Has to Go to School If They Don't Want To." *The New York Times*, 19 Dec.

 1977, p. 31.

- "Ask high school teachers if recalcitrant students learn anything of value. Ask teachers if these students do any homework. Quite the contrary, these students know they will be passed from grade to grade until they are old enough to quit or until, as is more likely, they receive a high school diploma. At the point when students could legally quit, most choose to remain since they know they are likely to be allowed to graduate whether they do acceptable work or not" (31).

  o Topic: Lack of accountability from schools

- Roger Sipher concludes his essay by insisting that schools have failed to fulfill their primary duty of education because they try to fill multiple social functions (31).   (P).

  o Topic: Lack of accountability from schools

- Sipher makes his case for getting rid of compulsory-attendance laws in primary and secondary schools with six arguments. These fall into three groups—first that education is for those who want to learn and by including those that don't want to learn, everyone suffers. Second, that grades would be reflective of effort and elementary school teachers wouldn't feel compelled to pass failing students. Third, that schools would both save money and save face with the elimination of compulsory-attendance laws (31). (S)

  o Topic: Why to get rid of attendance laws

**Please note – You should only have ONE source per page (you may need multiple pages per source , but start a new page with a new source!). ALL note pages should follow MLA formatting – font, spacing, etc. If you copy/paste your source, make sure to update the style to MLA. Using incorrect MLA formatting will earn you point deductions.