

Taking Notes With Cards

Avoiding Plagiarism



A silver metal spiral binding is visible on the left side of the page, looping through a series of holes in the paper.

• Why Use Note Cards ?

- Avoid Plagiarism
- Organize information
- Easy to Reorder thoughts and ideas
- Fun to Shuffle

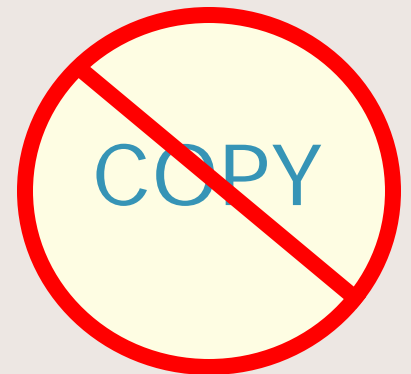
What is a source letter?



- Each time you use a new resource (book, website, etc.) any notes from that source get the same source letter.
- This helps you organize your cards according to topic, while still recognizing from which resource information came.

Plagiarism

- To plagiarize is to present as new and original an idea or product that was taken from another source.
- Source: Webster's Young Adult Dictionary



Avoiding Plagiarism

- Taking notes in your own words, in an organized way, will help you avoid plagiarism.
- Taking notes on note cards will keep the information organized and the words you use will be your own.

Types of Note Cards

SUMMARY/PARAPHRASE

pp. 4-7

Magellan's beginning

B

Ferdinand Magellan had a job at the court of the Queen in Portugal. He saw several explorers on their way back from voyages. This made him excited about exploring himself.

John Smith E-2

Summary

QUOTE

pp. 4-7

His Name

B

"Ferdinand Magellan is the English version of the explorer's name. His Portuguese name is Fernao de Magalhaes."

John Smith E-2

Quote

OUTLINE

pp. 4-7

Ferdinand Magellan

B

- I. The Voyages
 1. The idea to explore
 - a.) becoming a sailor
 - b.) requesting funds
 2. The First Voyage

John Smith E-2

Outline

BIBLIOGRAPHY

Book w/one author

B

White, David. The First Voyage

Around the World.

Philadelphia: Mason Crest

Publishers, 2003.

John Smith E-2

Bibliography

Paraphrasing

- The **summary or paraphrase card** will help you keep track of the research with out copying.
- To avoid even the risk of plagiarism read a page and then in your own words write down generally the main thoughts or ideas you have read.

Page
Numbers
Used

Summary Card

Source
Letter

pp. 4-7

Magellan's beginning

B

Ferdinand Magellan had a job at the court of the Queen in Portugal. He saw several explorers on their way back from voyages. This made him excited about exploring himself.

John Smith E-2

Summary

Your name
& English period

Type of
Card

Quotation

- The **quotation card** is for words taken directly from the text.
- Always use quotation marks on your note card when you write something exactly.

Quotation Example

pp. 4-7

His Name

B

" Ferdinand Magellan is the English version of the explorer's name. His Portuguese name is Fernao de Magalhaes."

John Smith E-2

Quote

Your name
& English period

Type of
Card

Outline

- The **outline card** will provide you with a basic idea of the topic and subtopics of your paper.
- This type of card should be used to organize your paper.

Outline Card Example

pp. 4-7

Ferdinand Magellan

B

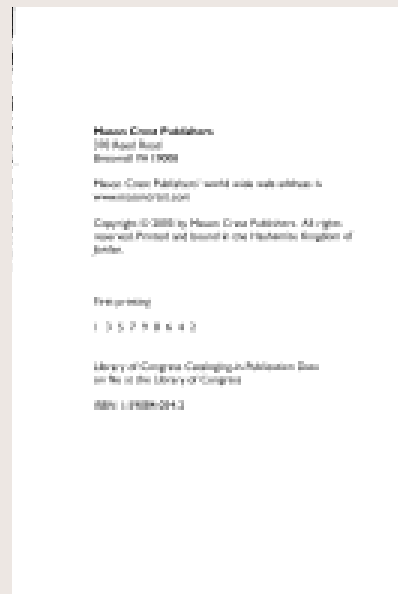
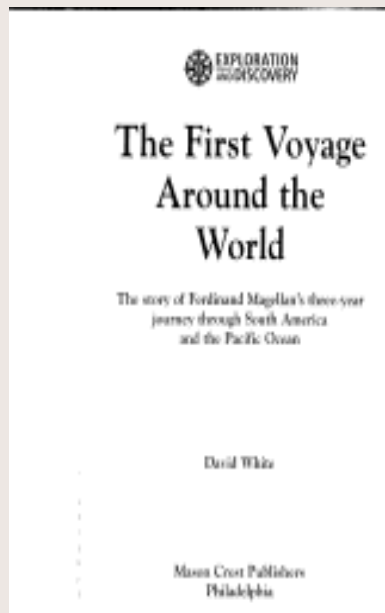
- I. The Voyages
 1. The idea to explore
 - a.) becoming a sailor
 - b.) requesting funds
 2. The First Voyage

John Smith E-2

Outline

Sample Title Page

Here is where you will find information for the bibliography.



Model Bibliography Card

Type of
resource

Source
Letter

Book w/one author

B

White, David. The First Voyage

Around the World.

Philadelphia: Mason Crest

Publishers, 2003.

Note double
spacing and
indentation.

John Smith E-2

Bibliography

Your name
& English period

Type of
Card

Remember:

- Use each card to focus on one idea
- Label cards with a specific topic heading
- All information researched should relate to the topic or idea
- Accuracy is important, especially with quotes and statistics
- Identify direct quotes with quotation marks around the phrases or sentences taken from the source word for word.