Creating Bibliography Cards and Note Cards for the Research Paper
What is a Bibliography Card?

- A bibliography (source) card is a 3” x 5” lined index card on which you write your source information.
- The bib cards will keep you organized and help you complete your *Works Cited* page.
- Be sure to use “hanging indent” and MLA format when you write your information.

<table>
<thead>
<tr>
<th>Source #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>808.3 Bes</td>
</tr>
<tr>
<td>VHS</td>
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</tbody>
</table>
Each bib card has three main parts: the MLA documentation, the source number, and location of the source.

**MLA Documentation**

**Source Number**
808.3 Bes

**Source Location**
VHS

Source #3
1. MLA Documentation

• You must give proper credit to all sources to avoid plagiarism.
• Write all important information (author’s name, title of article, title of source, date of publication, etc.) in MLA format.
• Using MLA (Modern Language Association) format allows the reader to cross-reference your sources easily, provides a consistent format, and protects you from plagiarism.

MLA Documentation

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MLA Documentation

- You will given a “cheat sheet” showing you how to document your sources according to MLA format.
- You can also visit the following sites:
  - www.mla.org
  - www.liunet.edu/cwis/cwp/library/workshop/citmla.htm
  - http://citationmachine.net/
  - www.easybib.com
Once you have all of your sources, you will put them in alphabetical order according to the first word on your card. Then, number the cards. This is where you get the source number.


808.3 Bes
VHS
### 3. Source Location

The location of the source is written in the lower right-hand corner of the bib card. If the source is a book from a library, write the call number and library. If the source is from the internet, write *website, AVL, etc.*

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*Source Location*
What is a Note Card?

A note (information) card is a 4” x 6” lined index card on which you take notes from each source for your research paper.

IV. Hughes’ Poetry

“Hughes’ poetry is an example of the innovative and influential art of the Harlem Renaissance.”

(Hughes 83)
Note cards only have 1 idea on each one.

Every piece of information (even if it’s from the same source) will have a separate card.

Note cards need GOOD, USEFUL information; you won’t receive credit for cards that have impertinent information.
IV. Hughes' Poetry

“Hughes' poetry is an example of the innovative and influential art of the Harlem Renaissance.”

(Hughes 83)
1. Topic of Note Card

- The topic of the card is written on the first line on the left-hand side of the card.

<table>
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<tr>
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(Hughes 83)
Your topics will come from your outline.

For example, if your research paper is about Area 51, your topics may include the following subjects:

I. Secret Airstrip
II. Alien Autopsies
III. Time Travel
IV. New World Order

Every time you change a topic....start a new note card!

Note card topics may also be “Introduction” (contain background info) and “Conclusion”
After you complete your note cards, you will separate them into stacks according to topic. If you color-code your note cards, it might help you keep them organized.

I. Hughes’ Life

“Hughes’ was a true product of the city, having grown up in the neighborhoods of Harlem.”

(Hughes 19)

II. Hughes and Harlem

“Except for travels that included parts of the Caribbean and the West Indies, Harlem was Hughes primary home for remainder of his life.”

www.langstonhughes.com

III. The Harlem Renaissance

The increased interest in African American culture and art during the Harlem Renaissance greatly affected the popularity of Hughes’ poetry.

AVL--EBSCO

IV. Hughes’ Poetry

Hughes’ poetry impacted American thoughts on literature even after his death.

(Hughes 53)
2. Source Number

- The source number is written on the first line in the right-hand corner.

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IV. Hughes’ Poetry

“Hughes’ poetry is an example of the innovative and influential art of the Harlem Renaissance.”

(Hughes 83)
IV. Hughes’ Poetry

“Hughes’ poetry is an example of the innovative and influential art of the Harlem Renaissance.”

(Hughes 83)
3. Author and Page Number

The author’s last name and page number are written in the lower left-hand corner of the card. This corresponds to the page and author from which you took your information. If you are using AVL or the internet, you may not have a page number. For internet sites write the web address (to the first .com). For AVL sites write AVL—name of database (EBSCO, SIRS, etc.).

IV. Hughes’ Poetry

“Hughes’ poetry is an example of the innovative and influential art of the Harlem Renaissance.”
4. Body

Note cards should be written as direct quotes. Do not forget to put the quotes in quotation marks. NOTE- direct quotes make the best note cards because you can always change a direct quote on a note card into a summary in your paper.

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Body of Card—Summary of research; written in your own words or summarized

(Hughes 83)
Some of the previous information was collected from the following places:

- English Works! at Gallaudet University
- Purdue University Writing Lab