

Quick Reference Guide to Works Cited / Note Cards

Works Cited Cards are 3X5 cards where all of the citation information about a source is written down. The information should be recorded in a work-cited format. As soon as you find a good source, create a works cited card for it – don't delay! Each works cited card should be numbered or color-coded so that you can keep track of the corresponding note card (see below). The purpose of these cards is to have all of the information about the source without having to search the internet again or lug the book, magazine, or encyclopedia around with you.

Note Cards are the 5X7 cards where the wealth of your information should be recorded. In order to make your life easier, you should title your note card with one of the research headings required in your project (see the [guidelines](#) on the webpage) before you write down information. Then, record the source from which the information came using your numbering (or color coding) system from above. Finally, take the pertinent information down on your *note* cards. When you finally sit down to create your presentation you will have a wealth of organized information! **WARNING: when you are taking notes please paraphrase or use bullet points so that you do not accidentally plagiarize!**

