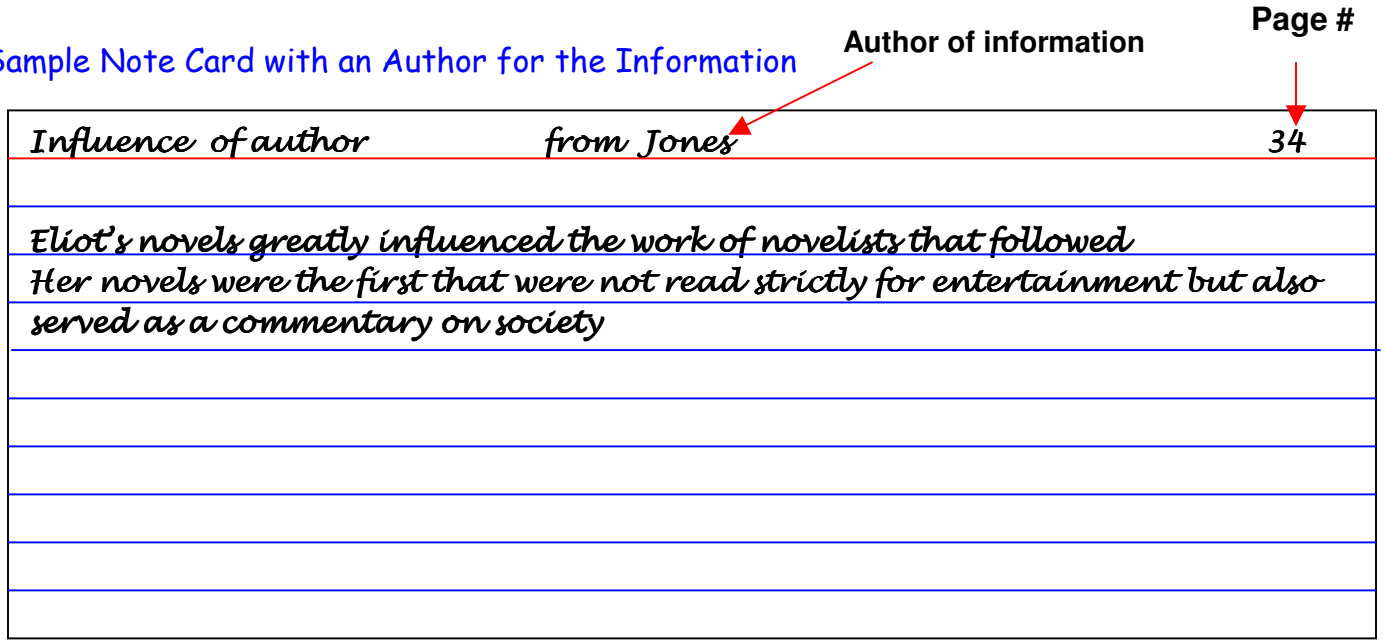
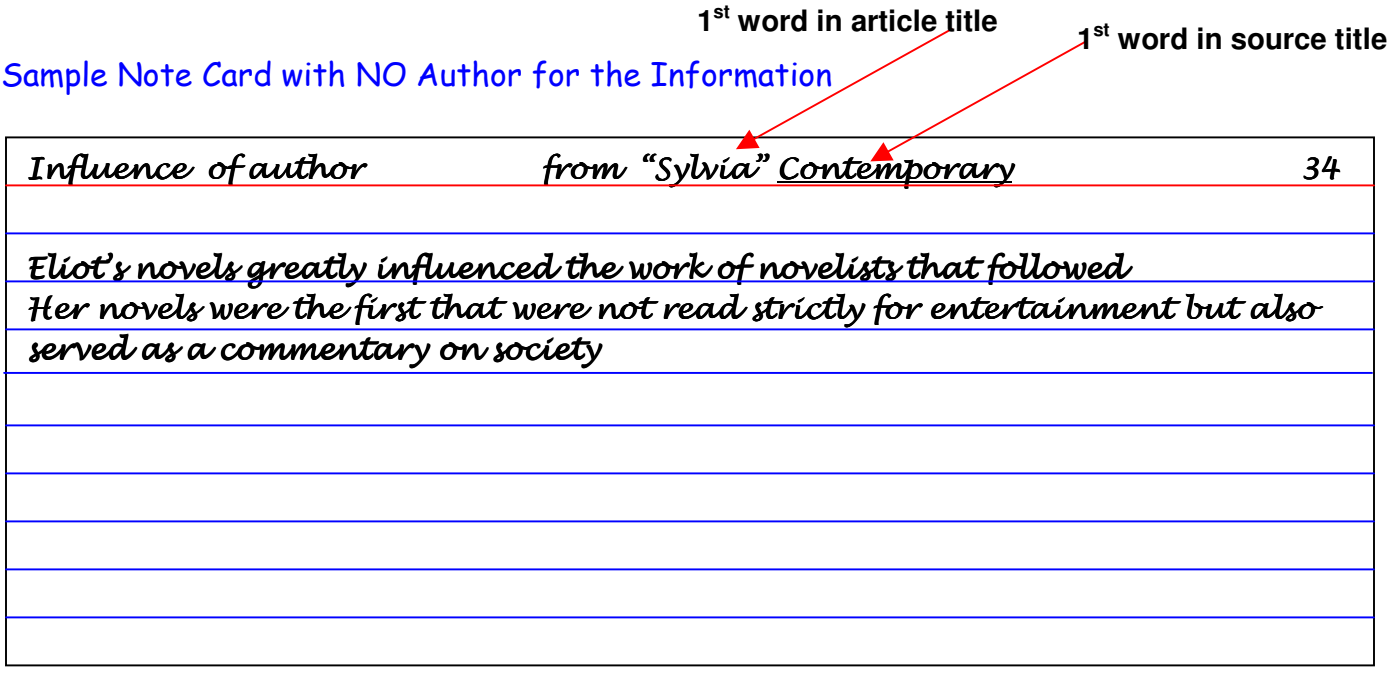
Creating Note Cards

(4 x 6 Index Cards)

On the top line of the index card (red), you will include three pieces of information:

- Topic of the note
- Source of the information
  - If you know the author of the information, use the author's last name (i.e. Jones). If you have two authors, use both of the last names (i.e. from Jones and Smith).
  - If you do not know the author's name, use the first word in the title of the article and the first word in the title of the source (i.e. "Edgar" Contemporary).
- Page number (online sources do not have page numbers)

Sample Note Card with an Author for the Information



Sample Note Card with NO Author for the Information