AP Seminar: DRAFT

Note & Bibliography Card Standards

NOTE CARDS:

Structure Front	Use only 4X6" note cards. Fold baggie as shown in class.
of Note Card	
	No papers glued to card. If card absolutely needs more space for writing, then
	staple a second card to it. In most cases, needing more space may be a sign
	that you are including too much evidence on one card. Remember a
	paragraph of text may have more than one piece of evidence.
	Proper format including subject heading, #s, open rows between sections of
	note card.
	Note begins: "Paraphrase:", "Summary:", "Quote:". "Data:"
	Second section begins: "Comment". Third section begins: "Purpose". These
	two observations will often be continued on the back of the note card.
	two observations will often be continued on the back of the note card.
Dananhuaga	Word count follows naranhyago and is singled. Do not single law words
Paraphrase	Word count follows paraphrase and is circled. Do not circle key words.
Notes	
C N - 4	Mandan at Caller and a standard December 2012
Summary Notes	Word count follows summary and is circled. Do not circle key words.
Quote Notes	Quotation marks used at beginning and end of quote. Ellipses used where
	appropriate - three periods for excluding parts of sentence and four periods
	for excluding entire sentence or more.
Data Notes:	Record relevant data exacting as shown. Relevant means the specific data
	items that are evidence for your argument or counterargument.
Comments:	Do not include references to yourself (e.g. "I think", "I agree with" , "I'll
	use this paraphrase").
	Focus on limitations, and implications. This does not mean you need
	to write on all three for every card, but you should be commenting on a at
	least one every time.
	Your personal thoughts should be expressed using annotation symbols where
	possible. A symbol can be used in combination with reasoning (e.g. "D –
	Zakaria not considering Iran's support of terrorism")
	,
Purpose:	(1) Here you record how your note is likely to show up in the rough draft.
F	"This evidence helps support the claim that" Or "This evidence
	refutes the claim that"
	(2) Conclude your "Purpose" section noting where additional sources should
	be mined. Highlight this portion of your column in yellow ink.
	be infined. Infinight this portion of your column in yellow link.

Structure Back of Note Card	Student ID# recorded in upper right hand corner.
Original Text	(1) For paraphrase and summary note cards, record the original text on the top of the back of the card – begin with "Original:". Record and circle the word count.
	(2) Circle key words in the original text (nouns, verbs, adjectives). Do not circle proper nouns or data. As a broad guideline, you should be circling 25% to 40% of the words in the original text. The total number of words will become a denominator of your reported fraction of unchanged words.
	(3) Without circling them, count the number of circled words that show up in your paraphrase or summary notation. This number will be the numerator of your reported fraction of unchanged words.
	(4) Report your fraction of unchanged words.
	(5) Record the letter symbol associated for the strategies used in converting the original text into your own voice. Best used after you paraphrase or summarize the text – this results in a more "natural" sounding passage. When you find conversion difficult, these strategies can help avoid lengthy periods of writer's block.
	(6) To review, your conversion analysis should read: word count circled;
	fraction of unchanged words; and letters listing strategies used in conversion.
Continued Notations	Often, you will need to record "Purpose" on this side of the card.
	If the comments section does not fit on the front then finish it immediately below the original text (label it as "Comments(cont):". Then record the "Purpose" section. Skip a row between the original text, "Comments (cont):", and "Purpose".

BIBLIOGRAPHY CARDS

Comment:	Short synopsis of source (no more than one sentence overview).
	(1) Identify how much of source will be used, provide exact pages where
	appropriate (not a sentence)
	(2) Creditability statement (not a sentence).