

AP Seminar: DRAFT

Note & Bibliography Card Standards

NOTE CARDS:

Structure Front of Note Card	Use only 4X6" note cards. Fold baggie as shown in class.
	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.
Paraphrase Notes	Word count follows paraphrase and is circled. Do not circle key words.
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. "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.

