

Name: _____

Period: _____

After creating the working outline, your next step is to begin taking notes. Here are key items to remember:

1. Your **first note card** should be used just for your **bibliographical information** (information about your source). Number each reference used. Notes taken from that book or article should be labeled with the same number on each note card. (See *)
2. The **upper left corner** of your note card gives the **matching Roman numeral from your outline**, and each note card contains information that *pertains to that topic only*. Information about any other topic on the outline is on a separate card. (See ^)
3. Information from your source is *not* taken in complete sentences. Write main ideas, important details, and quotations. Word-for-word quotations should be placed in quotations marks. Do not take information from a book that has already been taken from another reference.
4. **At the end of the card, write the page or pages** on which you found the information. (See +)

This is how a typical note card should look

I. Boston(^)	2(*)
<ul style="list-style-type: none">• Main Attractions<ul style="list-style-type: none">○ Faneuil Hall○ Fenway Park○ Prudential Center	
Pgs. 15-18 (+)	