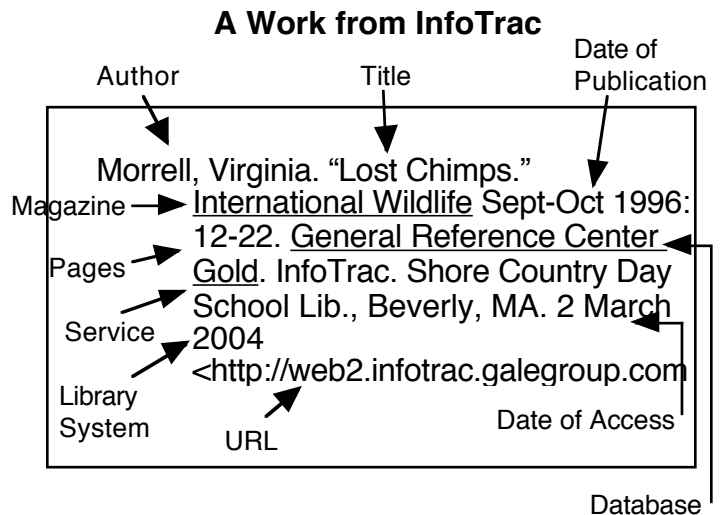
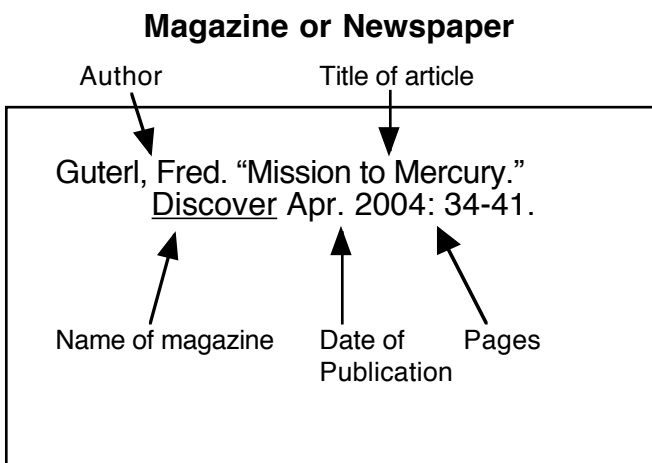
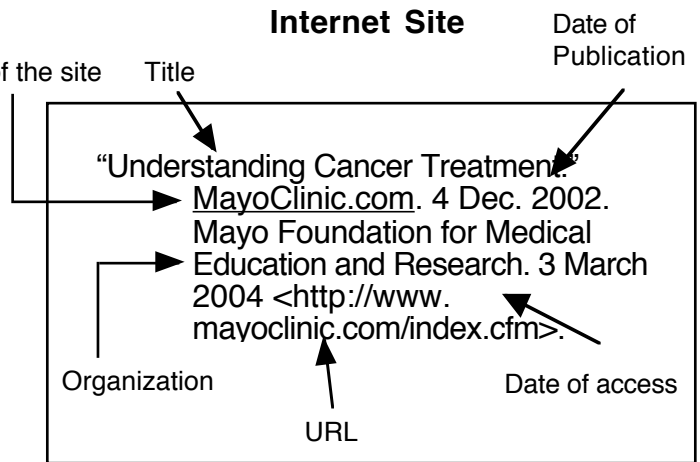
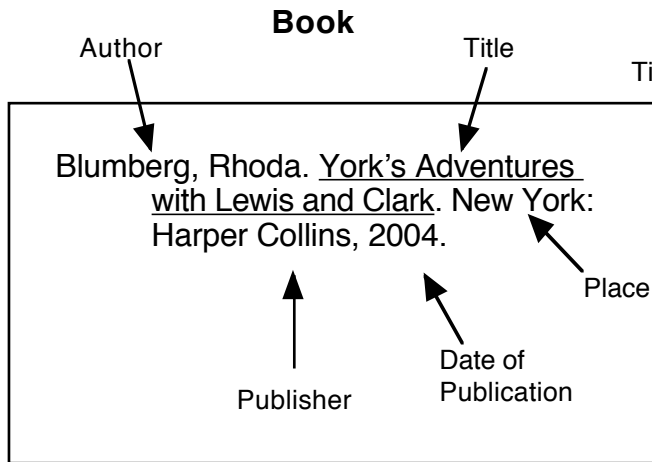


# Sample Bibliography Cards

- You must give proper credit to all sources to avoid any hint of plagiarism.
- Write down all necessary documentation information before you start to take notes.
- Use one index card for each source, and use a special color or size for bibliography cards.
- Consult the Bibliography/Works Cited page to be sure you list all the necessary information and punctuate it correctly.
- Write neatly!



## Taking Notes for Research

- Use index cards for taking notes.
- Write one idea on each card.
- Include:
  1. Topic of notes in upper left hand corner
  2. Author and title or bibliography card number in upper right corner
  3. Page numbers on which information was found in lower right corner
- Kinds of notes:
  1. **Summary:** To record the general idea of a long paragraph, several paragraphs, or a chapter, summarize in your own words.
  2. **Paraphrase:** Restate particular ideas or pieces of information from a small section in your own words.
  3. **Quotation:** For a passage that is particularly significant or well-stated, you may quote it word for word. Be sure to use quotation marks.

# Sample Note Cards

Topic or category  
from outline

## Sample Summary Card

Finding the  
wreckage

Bibliography card number  
or author and title → 4

Dr. Ballard had dreamed of finding the Titanic since 1973. In the summer of 1985, he found it by using a camera mounted on a small submarine. After weeks of searching, the camera spotted the wreckage field.

pp. 202-203

Page found

## Sample Paraphrase Card

Accommodatio

Tibballs, The Titanic

The 222 third-class cabins had pine wall paneling and impressive floor coverings. These were more luxurious than third class cabins on other ocean liners

p. 43

## Sample Quotation Card

Life boats

6

The Titanic had "a total lifeboat capacity of 1,178 passengers—well above the Board of Trade requirements, but well short of the 3,300 passengers and crew the ship was certified to carry."

p. 120

Taking Notes

Sorenson, The Research Paper

Put only one idea or fact on a note card

p. 62

# Sample Outline

Thesis: Health officials throughout the world must look to both old and new methods to prevent the bubonic plague from once again wreaking death and disaster, as it has throughout history.

### I. Devastation wrought by the plague

- A. Medieval Europe
- B. High death rate in 19th century epidemics
- C. Modern outbreaks
  - 1. Asia
  - 2. Africa

### II. Symptoms of the plague

- A. Significance of names
  - 1. bubonic
  - 2. "Black Death"
- B. Pains
- C. Duration

### III. Causes of the plague in human populations

- A. Discovery of a germ
- B. Association with rat fleas
- C. Modern outbreaks in animal populations

### IV. Treatment of the plague

- A. Vaccine
- B. Antibiotics
  - 1. Early efforts
  - 2. New drugs
- C. Isolation
- D. Problems
  - 1. Supply and distribution
  - 2. Dangers to medical personnel
  - 3. Drug resistant bacteria

### V. Prevention of new outbreaks

- A. Control of rat population
  - 1. Extermination
  - 2. Hygiene
- B. Control of spread from one continent to another
  - 1. Quarantines
  - 2. Inspection of ships
  - 3. World-wide publicity of outbreaks
- C. Obstacles
  - 1. War
  - 2. Ignorance