**Note cards for research**

1. Click on ***online research note cards template*** on the English II page. Make sure you save it.
2. In the upper right corner, **place the author's name** and/or title and page number
3. **In the body of the card**, enter one single fact or thought you'd like to include in your paper (you may put more than one fact if the information will be used in same paragraph)
4. **Make sure the information is expressed in your own words,** unless it is a quotation. You can copy and paste facts, such as birthdates and information considered common knowledge
5. **Use good sentence structure:** this will save you time when you start to write the paper
6. **Organize the cards** to coincide with the structure of your paper
7. **Write the term paper following this sequence**
Use topical, concluding, and transitional sentences to link the information on the cards